



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

For the Meeting of Wednesday
October 15, 2014

7:00 P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday October 15, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report
2. East Contra Costa Fire Protection District Report
3. Supervisor Mary Piepho, District III Report

D. PRESENTATIONS

1. Discovery Bay Area of Benefit Presentation – Contra Costa County (Transportation Funding)

E. PRESIDENT REPORT AND DIRECTORS' COMMENTS

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting dated September 17, 2014
2. Approve Register of District Invoices
3. Capacity Fee Charge Report for Fiscal Year 2013-2014
4. Approve and Record the Notice of Completion for the Influent Pump Station and Pump Station W Improvements Project and Authorize Release of the Retention
5. Geotechnical Consulting Services for the CCR Title 22 Filtration Project at Wastewater Treatment Plant No. 2

G. BUSINESS AND ACTION ITEMS

1. Award of Contract to Burkett's Pool Plastering, Inc., for the Discovery Bay Community Center Swimming Pool Replaster Project
2. Ordinance No. 26 - Establish Parking Restrictions at Cornell and Ravenswood Parks and the Discovery Bay Community Center

H. INFORMATIONAL ITEMS ONLY

1. Final FY 2013-2014 Annual Budget and Fiscal Year 2014-15 and Fiscal Year 2015-16 Operating, Capital and Revenue Budgets
2. Community Center Expense Report – 1st Quarter FY 2014-15

I. VEOLIA REPORT

1. Veolia Report – Month of September 2014

J. MANAGER'S REPORTS – Discussion and Possible Action

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. Discussion of the Town of Discovery Bay Website

L. DISTRICT LEGAL COUNSEL REPORT

M. COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

1. R – Discovery Bay P-6 Zone minutes dated May 14, 2014
2. R – Contra Costa County Aviation Advisory Committee meeting minutes dated July 10, 2014
3. R – State Route 4 Bypass Authority meeting minutes dated July 17, 2014
4. R – Contra Costa Special District Association quarterly meeting minutes dated July 21, 2014
5. R – Contra Costa County Aviation Advisory Committee meeting minutes dated August 14, 2014
6. R – East Contra Costa County Fire Protection District meeting minutes dated September 8, 2014
7. R – East Contra Costa County Fire Protection District meeting minutes dated September 22, 2014
8. R – County Supervisor Piepho regarding P-6 Citizen Advisory Committee reappoint dated September 23, 2014

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the next Regular meeting dated November 5, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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No Back Up
Documentation
For Agenda Item C



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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No Back Up
Documentation
For Agenda Item D-1



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



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No Back Up
Documentation
For Agenda Item E



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday September 17, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon
Pledge of Allegiance – Led by Director Wiesen
Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. PRESENTATIONS

1. **Delta Breeze Broadcasting**
General Manager Howard – Stated that this item will be moved to a future date.

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. **Approval of DRAFT minutes of regular meeting dated September 3, 2014**
2. **Approve Register of District Invoices**
3. **Adoption of Resolution No. 2014-24 for the Conflict of Interest Code Amendment for 2014**

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Wiesen

Vote – Motion Carried – AYES: 5, NOES: 0

F. BUSINESS AND ACTION ITEMS

1. **Consideration and Approval of Leash Free Dog Park at the Discovery Bay Community Center**
General Manager Howard – Provided the details of item F-1.

Parks and Recreation Manager Perez – Provided additional details of item F-1. There was discussion between the Parks and Recreation Manager, the General Manager, Legal Counsel, and the Board.

Motion by: Director Pease to 1) Approve site location for Leash Free Dog Park at the Discovery Bay Community Center; 2) Direct staff to work with community groups to assist with fundraising efforts; and 3) Return to the Board in 60 days with a project budget and financing plan.

Second by: Director Wiesen

Vote – Motion Carried – AYES: 5, NOES: 0

2. Award of Contract to Saviano Company Inc. for the Discovery Bay Community Center Tennis Court Renovations

General Manager Howard – Provided the details of item F-2.

Parks and Recreation Manager Perez – Provided additional details of item F-2. There was discussion between the Parks and Recreation Manager, the General Manager, and the Board.

Motion by: Director Graves to 1) Award contract to Saviano Company Inc. in the amount not to exceed \$88,000.00 for the Discovery Bay Community Center Tennis Court Renovation; (2) Approve budget modification in the amount of \$20,000.00 from the Community Center Fund; and; (3) authorize the General Manager to execute all contract documents.

Second by: Director Pease

Vote – Motion Carried – AYES: 5, NOES: 0

3. Adoption of Resolution No. 2014-23 Establishing Internal Revenue Code Section 125 Cafeteria Benefit Plan

General Manager Howard – Provided the details of item F-3. There was discussion between the General Manager and the Board.

Motion by: Director Pease to 1) Adopt Resolution No. 2014-23 Establishing an Internal Revenue Code Section 125 Cafeteria Benefit Plan; 2) Establish Total Administration Services Corporation as the District's Third Party Administrator; and 3) Direct the General Manager to execute all Plan documents.

Second by: Director Wiesen

Vote – Motion Carried – AYES: 5, NOES: 0

4. Adoption of Resolution No. 2014-22 Establishing FY 2014-15 Town of Discovery Bay Community Services District Capacity Fee Program

General Manager Howard – Provided the details of item F-4. There was discussion between the General Manager and the Board.

Motion by: Director Pease to rescind Resolution No. 2014-17 and Adopt Resolution 2014-22 Establishing Capacity Fee Charges for FY 2014-15 and beyond.

Second by: Director Wiesen

Vote – Motion Carried – AYES: 5, NOES: 0

5. Purchase of Motor Control Center Control Panel for the Secondary Improvements Capital Improvement Project

General Manager Howard – Provided the details of item F-5.

District Engineer Harris – Provided additional details of item F-5. There was discussion between the General Manager, the District Engineer, and the Board.

Motion by: Director Pease to authorize issuance of a Purchase Order to Veolia Water in the amount of \$198,878.00 plus tax for the purchase of the Motor Control Center Control Panel for the Secondary Improvements Capital Improvement Project.

Second by: Vice-President Steele

Vote – Motion Carried – AYES: 5, NOES: 0

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. District Financial Statement Report – FY2013-14

General Manager Howard – Stated that item G-1 will be brought back to the next meeting dated October 15, 2014.

2. Community Center Financial Review

General Manager Howard – Stated that item G-2 will be brought back to the next meeting dated October 15, 2014.

H. VEOLIA REPORT

1. Veolia Report – Month of August 2014

Project Manager Berney Sadler – Provided the details of the August 2014 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, and the Board.

I. MANAGER'S REPORTS – Discussion and Possible Action

None

J. GENERAL MANAGER'S REPORT – Discussion and Possible Action

General Manager Howard – Provided an update regarding the Sand Bay Isle issue. There was discussion between the General Manager, the Water and Wastewater Manager, and the Board.

K. DISTRICT LEGAL COUNSEL REPORT

None

L. COMMITTEE UPDATES – Discussion and Possible Action

None

M. CORRESPONDENCE – Discussion and Possible Action

1. R - Byron Municipal Advisory Council meeting minutes dated August 21, 2014

N. PUBLIC RECORD REQUESTS RECEIVED

1. Transparent California - TODB Payroll Records for 2012 and 2013 Received August 24, 2014

O. FUTURE AGENDA ITEMS

1. Marianne - 1st Annual Festival of Trees - Fund Raiser - Informational Item only

P. ADJOURNMENT

The meeting adjourned at 8:02 p.m. to the next Regular meeting dated October 15, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 09-22-14

<http://www.todb.ca.gov/content/agenda-and-minutes/>

DRAFT



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 15, 2014

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk *LM*
Submitted By: Rick Howard, General Manager

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 591,361.77

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2014/2015
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2014/2015

AGENDA ITEM: F-2

Request For Authorization To Pay Invoices (RFA)
For The Meeting On October 15, 2014
Town of Discovery Bay CSD
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Brut Force Janitorial	10/2014	Janitorial Service Oct 2014 (Z57,Z61)	10/01/14	\$50.00
Fairin Perez	SEPT 2014	Landscape Reimb Mileage (Z35,Z57,Z61)	10/06/14	\$130.42
My Bark Company, Inc.	7359	Landscape Reimb (Z61)	06/05/14	\$2,495.77
My Bark Company, Inc.	7848	Landscape Reimb (Z35,Z61)	09/22/14	\$2,241.88
Odyssey Landscape Co, Inc.	36039827	Landscape Reimb (Z35,Z57,Z61)	08/30/14	\$992.60
Odyssey Landscape Co, Inc.	36039827.2	Landscape Reimb (Z35)	08/30/14	\$864.00
Odyssey Landscape Co, Inc.	36039827.3	Landscape Reimb (Z61)	08/30/14	\$1,350.00
Odyssey Landscape Co, Inc.	36039844	Monthly Maintenance (Z35,Z57,61)	09/20/14	\$7,589.79
U.S. Bank Corporate Payment System	4246044555703473/914	Landscape Reimb (Z35,Z57,Z61)	09/25/14	\$69.49
Watersavers Irrigation Inc.	1498586-00	Landscape Reimb (Z61)	08/28/14	\$43.63
Watersavers Irrigation Inc.	1504296-00	Landscape Reimb (Z61)	09/15/14	\$126.84
Watersavers Irrigation Inc.	1505100-00	Landscape Reimb (Z61)	09/17/14	\$22.08
		Administration	Sub-Total	\$15,976.50
Water				
Alhambra	13710019090514	Water Service	09/05/14	\$26.42
American Retrofit Systems	1029	Light Repair Willow Lake	09/17/14	\$190.00
American Water Works Association	7000866343	Annual Membership Renewal	09/02/14	\$244.00
Big Dog Computer	BDC33051	Sonic Wall Renewal, GOTO, Service Calls	09/07/14	\$239.60
Bill Pease	SEPT 2014	Expense Report Sept 2014	09/23/14	\$92.00
Brentwood Ace Hardware	808/093014	General Repairs	09/30/14	\$10.31
Brut Force Janitorial	10/2014	Janitorial Service Oct 2014	10/01/14	\$100.00
Chris Steele	SEPT 2014	Expense Report Sept 2014	09/23/14	\$92.00
Cintas	185483255	Uniform Service	09/17/14	\$14.93
Cintas	185484085	Uniform Service	09/24/14	\$19.73
Cintas	185484895	Uniform Service	10/01/14	\$14.93
Contra Costa County Treasurer-Tax Collect	008200018300/14-15	Property Tax District Office 2014-2015	09/24/14	\$59.61
County of Contra Costa Public Works Dept	918052	Encroachment Permit	09/11/14	\$609.22
County of Contra Costa Public Works Dept	918053	Encroachment Permit	09/11/14	\$422.15
County Of Contra Costa, Dept of Info Tec	9091	Data Processing Charges Aug 2014	09/18/14	\$17.60
Discovery Locks & More, Inc.	11743	Pad Locks Keyed	09/05/14	\$140.62
Discovery Pest Control	129795	Pest Control	09/17/14	\$27.20
Freedom Mailing Service, Inc	25288	Water Bill Processing Aug 2014	09/15/14	\$1,061.73
Gladwell Governmental Services, Inc.	3037	Records Retention	09/14/14	\$1,579.99
J.W. Backhoe & Construction, Inc.	2187	Water Leak on Discovery Point	09/08/14	\$2,766.89
J.W. Backhoe & Construction, Inc.	2189	Install Angle Meter Winward Point	09/08/14	\$1,041.60
J.W. Backhoe & Construction, Inc.	2192	Paved Beaver Land and Sand Point Road	09/12/14	\$5,585.00
J.W. Backhoe & Construction, Inc.	2193	Leak on Lido Circle	09/12/14	\$1,521.25
J.W. Backhoe & Construction, Inc.	2197	Broken Valve Keystone Loop	09/19/14	\$399.75
J.W. Backhoe & Construction, Inc.	2203	Replace Valve Cabrillo Point	09/24/14	\$6,742.89
J.W. Backhoe & Construction, Inc.	2205	Rebuild Fire Hydrant	09/24/14	\$1,381.43
J.W. Backhoe & Construction, Inc.	2206	Leak On Cabrillo Point	09/22/14	\$2,246.78
Kaiser Foundation Health Plan	0018062701/1420043	Health Insurance Sept 14	09/16/14	\$415.89
Lesley Marable	SEPT 2014	Expense Report Sept 2014	09/22/14	\$31.48
Marianne Wiesens	SEPT 2014	Expense Report Sept 2014	09/23/14	\$184.00
Mark Simon	SEPT 2014	Expense Report Sept 2014	09/23/14	\$80.00
Mindy Lusk	3583 SAILBOAT DR	Closed Account, Refund Overpayment	10/01/14	\$3.97
Neopost (Postage Account)	7900044908384658/914	Postage	09/07/14	\$122.74
Neumiller & Beardslee	264839	Newport Pointe	09/17/14	\$516.00
Neumiller & Beardslee	264841	Services Performed Aug 2014	09/16/14	\$2,559.45
Office Depot	728051773001	Office Supplies	09/04/14	\$58.14
Pacific Gas & Electric	2943721807-5/091114	Electric & Gas Bill 08/12/14-09/10/14	09/11/14	\$47,114.63
R & B Company	51425547.003	Water Meter Box Lids	09/11/14	\$253.90
ReliaStar Life Insurance Company	#JR 52 457(B) 093014	457(b) 09/15/14-09/30/14	09/30/14	\$435.77
ReliaStar Life Insurance Company	#JR 52 457(B) 101514	457(b) 10/01/14-10/15/14	10/15/14	\$435.77
Richard Howard	SEPT 2014	Expense Report Sept 2014	10/07/14	\$42.99
Ricoh USA, Inc	5032583465	Photocopier	09/21/14	\$139.61
SDRMA	15532	Ancillary Benefits Oct 2014	09/25/14	\$509.12
SDRMA	15660	Medical Benefits Nov 2014	10/06/14	\$1,484.71
SDRMA	48798	Workers Compensation Reconciled Annual 2013-2014	09/05/14	\$719.79
Shred-It USA-Concord	9404210878	Shredding Service	09/18/14	\$23.97
Some Gave All	SEPT 2014	Expense Report Sept 2014	09/23/14	\$276.00

SWRCB	LW 1460037	Large Water System Fees 2013-2014	09/18/14	\$6,261.02
U.S. Bank Corporate Payment System	4246044555703473/914	Group Insurance	09/25/14	\$1,335.48
U.S. Bank Corporate Payment System	4246044555703473/914	Travel & Meetings	09/25/14	\$600.21
U.S. Bank Corporate Payment System	4246044555703473/914	TODB Sponsored Events	09/25/14	\$210.00
U.S. Bank Corporate Payment System	4246044555703473/914	Telephone General	09/25/14	\$823.51
U.S. Bank Corporate Payment System	4246044555703473/914	Telecom Networking	09/25/14	\$96.00
U.S. Bank Corporate Payment System	4246044555703473/914	Vehicle & Equipment Fuel	09/25/14	\$443.38
U.S. Bank Corporate Payment System	4246044555703473/914	Automotive Supplies & Repairs	09/25/14	\$22.99
U.S. Bank Corporate Payment System	4246044555703473/914	General Repair	09/25/14	\$139.82
U.S. Bank Corporate Payment System	4246044555703473/914	Info System Maintenance	09/25/14	\$92.80
U.S. Bank Corporate Payment System	4246044555703473/914	Small Tools	09/25/14	\$115.80
U.S. Bank Corporate Payment System	4246044555703473/914	Computer Software	09/25/14	\$29.99
U.S. Bank Corporate Payment System	4246044555703473/914	Office Supplies	09/25/14	\$40.86
U.S. Bank Corporate Payment System	4246044555703473/914	Special Expense	09/25/14	\$386.68
Univar	SJ640870	Chemicals Delivered 09/05/14	09/05/14	\$146.99
Univar	SJ640871	Chemicals Delivered 09/05/14	09/05/14	\$241.62
Univar	SJ642449	Chemicals Delivered 09/15/14	09/15/14	\$245.65
Univar	SJ642462	Chemicals Delivered 09/15/14	09/15/14	\$281.89
UPS	000012X417394	Shipping Cost	09/27/14	\$9.18
Veolia Water North America	398535	Reimbursement of Repair and Maintenance	07/23/14	-\$3,012.29
Veolia Water North America	41455	Monthly O & M Sept 2014 including May thru Aug Retro	09/16/14	\$44,043.87
Veolia Water North America	41502	Security Camera	09/24/14	\$1,848.17
Veolia Water North America	41547	Reclaimed Water Booster Pumps Aug 2014	09/24/14	\$889.61
Veolia Water North America	41875	Monthly O & M Oct 2014	10/01/14	\$40,403.73
Watersavers Irrigation Inc.	1505902-00	Misc. Repair Items	09/19/14	\$83.94
Zenner Performance Meters, Inc.	0025416-IN	Water Meter End Points	09/15/14	\$8,793.86

Water Sub-Total \$186,630.32

Wastewater

Alhambra	13710019090514	Water Service	09/05/14	\$39.63
Big Dog Computer	BDC33051	Sonic Wall Renewal, GOTO, Service Calls	09/07/14	\$359.39
Bill Pease	SEPT 2014	Expense Report Sept 2014	09/23/14	\$138.00
Brut Force Janitorial	10/2014	Janitorial Service Oct 2014	10/01/14	\$150.00
Chris Steele	SEPT 2014	Expense Report Sept 2014	09/23/14	\$138.00
Cintas	185483255	Uniform Service	09/17/14	\$22.39
Cintas	185484085	Uniform Service	09/24/14	\$29.59
Cintas	185484895	Uniform Service	10/01/14	\$22.39
Contra Costa County Treasurer-Tax Collect	004075007700/14-15	Property Tax DB Blvd 2014-2015	09/24/14	\$14.64
Contra Costa County Treasurer-Tax Collect	008200018300/14-15	Property Tax District Office 2014-2015	09/24/14	\$89.41
Contra Costa County Treasurer-Tax Collect	008340033300/14-15	Property Tax WWTP#2 2014-2015	09/24/14	\$137.58
Contra Costa County Treasurer-Tax Collect	008340040800/14-15	Property Tax WWTP#2 2014-2015	09/24/14	\$5,754.38
County Of Contra Costa, Dept of Info Tec	9091	Data Processing Charges Aug 2014	09/18/14	\$26.40
Discovery Locks & More, Inc.	11743	Pad Locks Keyed	09/05/14	\$210.92
Discovery Locks & More, Inc.	11902	New Lock Booster Pump Bldg.	09/15/14	\$87.28
Discovery Pest Control	129795	Pest Control	09/17/14	\$40.80
Fairin Perez	SEPT 2014	Expense Report Feb-Jun 2014	10/06/14	\$22.18
Gladwell Governmental Services, Inc.	3037	Records Retention	09/14/14	\$2,369.99
Herwit Engineering	14-9	Professional Services Sept 2014	10/01/14	\$10,879.58
Herwit Engineering	DB-ICM-2	Pipeline Inspection	10/01/14	\$12,590.25
Herwit Engineering	DB-MP-5,6,7-5	Secondary Effluent	09/30/14	\$34,877.50
J.W. Backhoe & Construction, Inc.	2200	Remove and Spread Bio Solids	09/23/14	\$2,723.27
Kaiser Foundation Health Plan	0018062701 /1420043	Health Insurance Sept 14	09/16/14	\$623.84
Kleinfelder, Inc.	1026401	MW Assessment WWTP#2	09/08/14	\$1,338.40
Lesley Marable	SEPT 2014	Expense Report Sept 2014	09/22/14	\$47.22
Marianne Wiesen	SEPT 2014	Expense Report Sept 2014	09/23/14	\$276.00
Mark Simon	SEPT 2014	Expense Report Sept 2014	09/23/14	\$120.00
Neopost (Postage Account)	7900044908384658/914	Postage	09/07/14	\$184.10
Neumiller & Beardslee	264837	Hofmann v. TODB	09/17/14	\$86.00
Neumiller & Beardslee	264838	Pantages	09/17/14	\$666.50
Neumiller & Beardslee	264841	Services Performed Aug 2014	09/16/14	\$2,672.92
Office Depot	728051773001	Office Supplies	09/04/14	\$87.21
Office Depot	728051836001	Office Supplies	09/04/14	\$2.96
Office Depot	730845858001	Office Supplies	09/19/14	\$13.20
Pacific Gas & Electric	7312115758-7/091214	Electric & Gas Bill 08/13/14-09/11/14	09/12/14	\$27,886.08
Pacific Gas & Electric	1181942262-4/091014	Electric & Gas Bill 08/11/14-09/09/14	09/10/14	\$7,386.60
Pollardwater.com	I390308-IN	Gas Detector	09/10/14	\$1,316.84
ReliaStar Life Insurance Company	#JR 52 457(B) 093014	457(b) 09/15/14-09/30/14	09/30/14	\$653.65
ReliaStar Life Insurance Company	#JR 52 457(B) 101514	457(b) 10/01/14-10/15/14	10/15/14	\$653.65
Richard Howard	SEPT 2014	Expense Report Sept 2014	10/07/14	\$64.48
Ricoh USA, Inc	5032583465	Photocopier	09/21/14	\$209.41
SDRMA	15532	Ancillary Benefits Oct 2014	09/25/14	\$763.69
SDRMA	15660	Medical Benefits Nov 2014	10/06/14	\$2,227.07

SDRMA	48798	Workers Compensation Reconciled Annual 2013-2014	09/05/14	\$1,079.69
Shred-It USA-Concord	9404210878	Shredding Service	09/18/14	\$35.95
Some Gave All	SEPT 2014	Expense Report Sept 2014	09/23/14	\$446.72
U.S. Bank Corporate Payment System	4246044555703473/914	Group Insurance	09/25/14	\$2,003.23
U.S. Bank Corporate Payment System	4246044555703473/914	Travel & Meetings	09/25/14	\$882.82
U.S. Bank Corporate Payment System	4246044555703473/914	TODB Sponsored Events	09/25/14	\$315.00
U.S. Bank Corporate Payment System	4246044555703473/914	Telephone General	09/25/14	\$1,433.31
U.S. Bank Corporate Payment System	4246044555703473/914	Telecom Networking	09/25/14	\$144.00
U.S. Bank Corporate Payment System	4246044555703473/914	Telephone Cellular	09/25/14	\$12.99
U.S. Bank Corporate Payment System	4246044555703473/914	Vehicle & Equipment Fuel	09/25/14	\$375.78
U.S. Bank Corporate Payment System	4246044555703473/914	Automotive Supplies	09/25/14	\$42.92
U.S. Bank Corporate Payment System	4246044555703473/914	General Repairs	09/25/14	\$363.00
U.S. Bank Corporate Payment System	4246044555703473/914	Info System Maintenance	09/25/14	\$139.20
U.S. Bank Corporate Payment System	4246044555703473/914	Small Tools	09/25/14	\$173.71
U.S. Bank Corporate Payment System	4246044555703473/914	Computer Software	09/25/14	\$20.00
U.S. Bank Corporate Payment System	4246044555703473/914	Office Supplies	09/25/14	\$53.77
U.S. Bank Corporate Payment System	4246044555703473/914	Special Expense	09/25/14	\$580.03
UPS	000012X417364	Shipping Cost for Tool Return	09/06/14	\$134.05
UPS	000012X417394	Shipping Cost	09/27/14	\$138.55
Veolia Water North America	398535	Reimbursement of Repair and Maintenance	07/23/14	-\$10,342.14
Veolia Water North America	41455	Monthly O & M Sept 2014 including May thru Aug Retro	09/16/14	\$66,065.82
Veolia Water North America	41502	Security Camera	09/24/14	\$2,772.26
Veolia Water North America	41504	Vehicle & Maintenance Repair Aug 2014	09/24/14	\$821.47
Veolia Water North America	41545	Fiber to Plant #1	09/24/14	\$556.74
Veolia Water North America	41875	Monthly O & M Oct 2014	10/01/14	\$60,605.60
W.J. Kirk Welding	47119	Vac Truck Repair	10/01/14	\$450.00
W.J. Kirk Welding	47618	Stainless Steel Boxes WWTP#2	09/05/14	\$1,072.98

Wastewater Sub-Total \$248,380.84

Community Center

Community Center Sub-Total \$0.00

Grand Total \$450,987.66

Request For Authorization To Pay Invoices (RFA)
For The Meeting On October 15, 2014
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
A. Phillip Riedy	1	Community Center-Park Rental Refund	09/18/14	\$87.50
Alhambra	13710019090514	Community Center-Water Service	09/05/14	\$78.98
American Retrofit Systems	1023	Community Center-Outside Lights	09/10/14	\$460.00
American Retrofit Systems	1024	Flag Light at Cornell	09/11/14	\$325.00
American Retrofit Systems	1025	Install Demo Light	09/12/14	\$100.00
American Retrofit Systems	1026	Community Center-Outside GFI Plugs	09/15/14	\$150.00
American Retrofit Systems	1028	Community Center-Camera Installation	09/16/14	\$300.00
American Retrofit Systems	1030	Irrigation Timer Box Repair	09/22/14	\$225.00
American Retrofit Systems	1032	Light Pole Repair Cornell	09/26/14	\$350.00
American Retrofit Systems	1033	Community Center-Install Power Outlet	09/26/14	\$200.00
Brentwood Ace Hardware	808/093014	Community Center-Facility Repair	09/30/14	\$111.66
Brentwood Tire Company	32697	Wiper Blades	09/29/14	\$20.62
Brut Force Janitorial	10/2014	Janitorial Service Oct 2014	10/01/14	\$310.00
California Park & Recreation Society	103485/091614	Annual Renewal	09/16/14	\$160.00
California Park & Recreation Society	103485/091614	Community Center-Annual Renewal	09/16/14	\$160.00
Cintas	185483255	Uniform Service	09/17/14	\$18.65
Cintas	185483255	Community Center-Mats	09/17/14	\$30.99
Cintas	185484085	Uniform Service	09/24/14	\$18.65
Cintas	185484085	Community Center-Mats	09/24/14	\$30.99
Cintas	185484895	Uniform Service	10/01/14	\$18.65
Cintas	185484895	Community Center-Mats	10/01/14	\$30.99
Comcast	8155400350238372/914	Internet Service	09/22/14	\$40.69
Comcast	8155400350238372/914	Community Center-Internet Service	09/22/14	\$40.69
Contra Costa County Treasurer-Tax Collect	004200013300/14-15	Property Tax 2014-2015	09/24/14	\$633.08
Contra Costa County Treasurer-Tax Collect	008010042300/14-15	Property Tax 2014-2015	09/24/14	\$140.74
Contra Costa County Treasurer-Tax Collect	008210024900/14-15	Property Tax 2014-2015	09/24/14	\$13.18
Contra Costa County Treasurer-Tax Collect	008330017800/14-15	Property Tax 2014-2015	09/24/14	\$480.86
Contra Costa County Treasurer-Tax Collect	008330057400/14-15	Property Tax 2014-2015	09/24/14	\$522.26
Contra Costa County Treasurer-Tax Collect	008330065700/14-15	Property Tax 2014-2015	09/24/14	\$10.18
Contra Costa County Treasurer-Tax Collect	008460021200/14-15	Property Tax 2014-2015	09/24/14	\$91.70
Contra Costa County Treasurer-Tax Collect	008510033700/14-15	Property Tax 2014-2015	09/24/14	\$10.08
Contra Costa County Treasurer-Tax Collect	011220036500/14-15	Property Tax 2014-2015	09/24/14	\$57.34
Dan Meewis	SEPT 2014	Community Center-Expense Report Sept 2014	09/12/14	\$69.20
Discovery Bay Disposal	17-0001966/093014	Com 2 Yd Bin	09/30/14	\$292.37
Discovery Bay Disposal	17-0013218/093014	Community Center-Com 2 Yd Bin	09/30/14	\$292.37
Discovery Pest Control	133714	Community Center-Pest Control	09/25/14	\$79.00
Fairin Perez	SEPT 2014	Expense Report Feb-Jun 2014	10/06/14	\$86.24
Fairin Perez	SEPT 2014	Community Center-Expense Report Feb-Jun 2014	10/06/14	\$218.06
Linda Vanderford	1	Community Center-Class Refund	09/15/14	\$210.00
Neumiller & Beardslee	264841	Services Performed Aug 2014	09/16/14	\$233.25
Neumiller & Beardslee	264841	Community Center-Services Performed Aug 2014	09/16/14	\$233.25
Odyssey Landscape Co, Inc.	36039827.1	Planting on Highway 4	08/30/14	\$864.00
Office Depot	727970514001	Community Center-Office Supplies	09/04/14	\$4.16
Office Depot	729250010001	Community Center-Office Supplies	09/12/14	\$67.66
Office Depot	729252498001	Office Supplies	09/11/14	\$20.02
Pacific Gas & Electric	5939734421-5/091714	Electric & Gas Bill 08/19/14-09/17/14	09/17/14	\$6,635.43
Pacific Gas & Electric	5702839598-6/091114	Community Center-Electric & Gas Bill 08/11/14-09/09/14	09/11/14	\$1,849.21
Pacific Gas & Electric	0869258994-1/091014	Electric & Gas Bill 08/11/14-09/09/14	09/10/14	\$447.62
Saviano Company Inc.	6659-01	Community Center-Tennis Court Renovations	10/01/14	\$59,333.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 08/01/14-08/31/14	08/31/14	\$1,104.74
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 08/01/14-08/31/14	08/31/14	\$671.74
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 08/01/14-08/31/14	08/31/14	\$1,123.06
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 08/01/14-08/31/14	08/31/14	\$319.87
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 08/01/14-08/31/14	08/31/14	\$317.55
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 08/01/14-08/31/14	08/31/14	\$122.13
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 08/01/14-08/31/14	08/31/14	\$65.42
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 08/01/14-08/31/14	08/31/14	\$283.52
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 08/01/14-08/31/14	08/31/14	\$9.30
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 08/01/14-08/31/14	08/31/14	\$10.75
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 08/01/14-08/31/14	08/31/14	\$60.19
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 08/01/14-08/31/14	08/31/14	\$157.61
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 08/01/14-08/31/14	08/31/14	\$2.90
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 08/01/14-08/31/14	08/31/14	\$96.54
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 08/01/14-08/31/14	08/31/14	\$609.80

Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 08/01/14-08/31/14	08/31/14	\$18.89
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 08/01/14-08/31/14	08/31/14	\$159.93
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 08/01/14-08/31/14	08/31/14	\$5.81
Town of Discovery Bay, CSD	331	Payroll Reimbursement July 2014	09/11/14	\$21,529.79
Town of Discovery Bay, CSD	339	Payroll Reimbursement August 2014	09/19/14	\$22,672.99
U.S. Bank Corporate Payment System	4246044555703473/914	Equipment	09/25/14	\$529.61
U.S. Bank Corporate Payment System	4246044555703473/914	Training & Education	09/25/14	\$16.57
U.S. Bank Corporate Payment System	4246044555703473/914	Telephone General	09/25/14	\$320.38
U.S. Bank Corporate Payment System	4246044555703473/914	Vehicle & Equipment Fuel	09/25/14	\$288.94
U.S. Bank Corporate Payment System	4246044555703473/914	Personal Protective Equipment	09/25/14	\$156.24
U.S. Bank Corporate Payment System	4246044555703473/914	Community Center-Training & Education	09/25/14	\$46.77
U.S. Bank Corporate Payment System	4246044555703473/914	Community Center-Advertising	09/25/14	-\$229.00
U.S. Bank Corporate Payment System	4246044555703473/914	Community Center-Telephone General	09/25/14	\$736.26
U.S. Bank Corporate Payment System	4246044555703473/914	Community Center-Vehicle & Equipment Fuel	09/25/14	\$75.36
U.S. Bank Corporate Payment System	4246044555703473/914	Community Center-Computer Software	09/25/14	\$360.95
U.S. Bank Corporate Payment System	4246044555703473/914	Community Center-Minor Equipment	09/25/14	\$76.10
U.S. Bank Corporate Payment System	4246044555703473/914	Community Center-Office Supplies	09/25/14	\$171.35
U.S. Bank Corporate Payment System	4246044555703473/914	Community Center-Facility Maintenance	09/25/14	\$164.66
U.S. Bank Corporate Payment System	4246044555703473/914	Community Center-Building Maintenance	09/25/14	\$26.02
U.S. Bank Corporate Payment System	4246044555703473/914	Community Center-Chemicals	09/25/14	\$6.31
U.S. Bank Corporate Payment System	4246044555703473/914	Community Center-Misc. Service & Supplies	09/25/14	\$139.90
U.S. Bank Corporate Payment System	4246044555703473/914	Community Center-Program Fees	09/25/14	\$48.75
Watersavers Irrigation Inc.	1488015-00	Community Center-Herbicide	08/01/14	\$36.52
Watersavers Irrigation Inc.	1488872-00	Landscape Maintenance	08/04/14	\$517.15
			Total	\$128,994.69

Request For Authorization To Pay Invoices (RFA)
For The Meeting On October 15, 2014
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/14 - 6/15

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brut Force Janitorial	10/2014	Janitorial Service Oct 2014	10/01/14	\$25.00
California Park & Recreation Society	103485/091614	Annual Renewal	09/16/14	\$160.00
Cintas	185483255	Uniform Service	09/17/14	\$18.66
Cintas	185484085	Uniform Service	09/24/14	\$18.66
Cintas	185484895	Uniform Service	10/01/14	\$18.66
Comcast	8155400350238372/914	Internet Service	09/22/14	\$34.90
Comcast	8155400350238372/914	Internet Service	09/22/14	\$40.69
Fairin Perez	SEPT 2014	Expense Report Feb-Jun 2014	10/06/14	\$65.13
Odyssey Landscape Co, Inc.	36039827	Irrigation Repairs	08/30/14	\$170.00
Odyssey Landscape Co, Inc.	36039844	Monthly Maintenance	09/20/14	\$2,900.73
Office Depot	727970212001	Office Supplies	09/04/14	\$74.11
Pacific Gas & Electric	0403377952-3	Electric & Gas Bill 08/11/14-09/09/14	09/10/14	\$44.27
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 08/01/14-08/31/14	08/31/14	\$5.81
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 08/01/14-08/31/14	08/31/14	\$1,184.13
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 08/01/14-08/31/14	08/31/14	\$394.61
Town of Discovery Bay, CSD	332	Payroll Reimbursement July 2014	09/11/14	\$2,769.27
Town of Discovery Bay, CSD	340	Payroll Reimbursement August 2014	09/19/14	\$2,690.71
U.S. Bank Corporate Payment System	4246044555703473/914	Telephone General	09/25/14	\$332.64
U.S. Bank Corporate Payment System	4246044555703473/914	Vehicle & Equipment Fuel	09/25/14	\$295.11
U.S. Bank Corporate Payment System	4246044555703473/914	Automotive Supplies	09/25/14	\$38.68
Watersavers Irrigation Inc.	1488016-00	Backpack Sprayer	08/01/14	\$97.65
			Total	\$11,379.42



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 15, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Capacity Fee Charge Report for Fiscal Year 2013-2014

Recommended Action

Approval of the Capacity Fee Charge Report for the Fiscal Year 2013-2014

Executive Summary

Each year, the District is required to prepare a "Capacity Fee Charge" Report within 180 days of the end of each fiscal year. The report identifies those charges deposited into the District's capacity charges account, the amount in the account, how and when the charges were expended, and a description of all improvements completed or to be completed with the capacity charge funds.

For FY 2013/14, Water capacity charges in the amount of \$30,372.00 and Wastewater capacity charges in the amount of \$231,684.00 were collected in the fiscal year. An additional \$29,260.00 has also been paid to account for administrative fees and charges.

No funds were spent during the reporting period. It should be noted, however, that there are a number of projects that will be moving forward which require the expenditure of these funds. The projects are included in the Town's Five-Year Capital Improvement Program.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

This is an annual action of the Board.

Attachments

Exhibit "A" – Capacity Fees Collected for 2013-14

AGENDA ITEM: F-3

Exhibit A

Capacity Fee Totals Received FY 2013-2014

Customer	Payment Date	Inv#	W Cap Fee	WW Cap Fee
Ellison Framing	01/22/14	233	\$3,900.00	\$9,860.00
Turcotte Construction	10/11/13	96	\$3,900.00	\$9,860.00
Kiper Homes	10/04/13	185	\$2,376.00	\$22,312.00
Kiper Homes	10/04/13	196	\$4,455.00	\$41,835.00
Kiper Homes	10/07/13	202	\$297.00	\$2,789.00
Kiper Homes	11/13/13	228	\$1,782.00	\$16,734.00
Kiper Homes	12/02/13	234	\$1,188.00	\$11,156.00
Kiper Homes	06/05/14	239	\$3,564.00	\$33,468.00
Kiper Homes	06/05/14	267	\$4,455.00	\$41,835.00
Kiper Homes	06/25/14	292	\$4,455.00	\$41,835.00

TOTAL \$30,372.00 \$231,684.00



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 15, 2014

Prepared By: Carol McCool, Administrative Assistant/Board Clerk
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Approve and Record the Notice of Completion for the Influent Pump Station and Pump Station W Improvements Project and Authorize Release of the Retention

Recommended Action

That the Board: 1) Accept the Notice of Completion for Pacific Infrastructure Corporation for the Influent Pump Station and Pump Station W Improvements Project; 2) direct staff to record Notice of Completion with the Contra Costa County Recorder's Office; and 3) to release the retention 35 days after recordation of the Notice of Completion.

Executive Summary

Staff has determined that the work specified in the contract has been completed pursuant to the plans and specifications for the project. It is recommended that the work be accepted in accordance with the terms and conditions of the contract, including release of retention in the amount of \$64,688.00, and the associated performance bonds. The retention will be released 35 days after recordation of the Notice of Completion.

Fiscal Impact:

Amount Requested \$64,688.00
Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)
Prog/Fund #21-1170-13 Category: Pers. Optg. Cap. -or- CIP# X Fund# BOND

Previous Relevant Board Actions for This Item

Contract Authorization – July 3, 2013

Attachments

Notice of Completion

AGENDA ITEM: F-4

RECORDING REQUESTED BY AND
WHEN RECORDED RETURN TO:

TOWN OF DISCOVERY BAY COMMUNITY
SERVICES DISTRICT
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the Owner who contracted for the work of improvement hereinafter described.

2. The full name of the undersigned is:

TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT,
a Political Subdivision of the State of California.

3. The full address of the undersigned is:

1800 Willow Lake Road
Discovery Bay, CA 94505-9376

4. The nature of the title of the undersigned is that of a fee holder.

5. A work of improvement on the property hereinafter described was completed on (September 9, 2014).

6. The name of the contractor for such work of improvement is (Pacific Infrastructure Corporation).

7. The property on which said work of improvement was completed is in the unincorporated portion of the County of Contra Costa, State of California, and is described as follows:

(Influent Pump Station & Pump Station W Improvements Project (Master Plan Projects 1, 2, 3) Wastewater Treatment Plant 1 located at 2500 Channel Road, Discovery Bay, CA 94505)



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 15, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Geotechnical Consulting Services for the CCR Title 22 Filtration Project at Wastewater Treatment Plant No. 2

Recommended Action

Approve Contract with Kleinfelder in the amount of \$12,000.00 for Geotechnical Services to be performed in conjunction with the design of the CCR Title 22 Filtration Project at Wastewater Treatment Plant No. 2; and authorize the General Manager to execute all contract documents.

Executive Summary

Kleinfelder is a well-known and capable Geotechnical Engineering Firm that has performed similar services for the Town in the past, including the recent installation of the monitoring well at WWTP2, soils testing and monitoring at the Secondary Project (Oxidation Ditch and Clarifier), and soils testing on the Bio-Solids project.

The purpose of their work is to explore and evaluate the site subsurface conditions in order to provide recommendations to the design engineer (HERWIT Engineering) related to the geotechnical aspects of project design and construction.

A more thorough review of the services to be performed is included in the attached scope of services.

Funding for this project is included in the (bond funded) Filtration Project.

Fiscal Impact:

Amount Requested: \$12,000 Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis) Revenue Source: Bond

Previous Relevant Board Actions for This Item

Award of Design Contract

Attachments

Kleinfelder Scope of Work

AGENDA ITEM: F-5



October 8, 2014
Proposal No. MG150723.001P

Town of Discovery Bay
c/o Mr. Kurt Gardner
Herwit Engineering
6200 Center Street, Suite 310
Clayton, CA 94517

**Subject: Proposal for Geotechnical Services
Proposed Filter Complex
Plant 2, Discovery Bay WWTP
Discovery Bay, California**

Dear Mr. Gardner:

Kleinfelder is pleased to present this proposal to provide limited geotechnical engineering services for the proposed filter complex to be located at the existing Plant 2 of the Discovery Bay WWTP, located in Discovery Bay, California. The purpose of our study is to explore and evaluate the site subsurface conditions in order to provide recommendations related to the geotechnical aspects of project design and construction. The following sections present background information regarding our understanding of the proposed construction and anticipated subsurface conditions. In addition, a description of our proposed scope of services, an estimate of our fees, project schedule, and project limitations are presented for your consideration.

Kleinfelder is committed to providing quality service to its clients, commensurate with their wants, needs, and desired level of risk. If a portion of this proposal does not meet your needs, or if those needs have changed, Kleinfelder stands ready to consider appropriate modifications, subject to the standards of care to which we adhere as professionals. Modifications such as changes in scope, methodology, scheduling, and contract terms and conditions may result in changes to the risks assumed by the client, as well as adjustments to our fees. To help you better understand our proposal, we have attached an information sheet published by the American Society of Foundation Engineers (ASFE) regarding geotechnical engineering proposals.

BACKGROUND INFORMATION

This proposal is based on our recent correspondence, a review of preliminary project plans provided by you, and our experience in the project area.

Proposed Construction

We understand that design of the proposed project is currently underway. On a preliminary basis, we understand the improvements will include the following:

- Two 50- x 20-foot effluent filters constructed at about 6 feet below final adjacent grade,

- A lined basin, approximately 9 feet deep and 110-foot square, with a 3:1 (horizontal:vertical) waterside slope, and an ±18-inch diameter pipe connecting to an existing effluent pump station,
- An approximately 30- by 10-foot chemical containment structure, approximately 2½ feet deep, and
- A metal building, approximately 3,600 square feet in plan area. Three alternative locations for the metal building have been provided with the final location to be determined at a later date.

Preliminary grading plans for the project indicate that most of the site is relatively level, with the exception of several stockpiles of soil in the north central and eastern portion of the proposed development. As such, cuts and fills during earthwork are anticipated to be minimal (3 to 4 feet at the proposed metal building) to provide a level foundation pad with positive site drainage. Excavations for the proposed basin and any underground utilities are not anticipated to exceed 10 feet below final site grade.

Anticipated Subsurface Conditions

Kleinfelder has performed the following geotechnical investigations for the Discovery Bay Wastewater Treatment Facility.

- "Preliminary Geotechnical Investigation Report, Proposed Wastewater Treatment Plant, Discovery Bay, California," File No. 43-1141-01/4319R009, dated May 12, 1999
- "Supplemental Geotechnical Report, Wastewater Treatment Plant Improvements, Discovery Bay, California," File No. 34802.G01/STO3R1322, dated September 12, 2003
- "Geotechnical Services Report, Discovery Bay West – Master Plan Improvements, Wastewater Treatment Plant, Discovery Bay, California," File No. 131113.G01/STO13R0132, dated January 9, 2013

Based on our experience within the project area, we anticipate the near-surface soils will consist predominantly of peat and organic silt/clay, underlain by moderately- to highly-plastic clay interbedded with layers of sandy clay, sandy silt, silty sand and relatively poorly-graded sand. Groundwater is anticipated at a depth of about 5 to 10 feet below present ground surface.

Several previous subsurface explorations were completed near or within the proposed improvement area, and will be used to supplement the proposed exploration plan discussed below. The California Building Code (CBC) requires at least one deep boring (about 50-feet) to assess the potential for liquefaction. Boring B-1 from our 2013 investigation report was drilled about 200 feet from the new site improvements, and will be used to demonstrate the low liquefaction potential at the site. Although conditions vary throughout the site, most of our previous explorations indicate the presence of clay, with minor layers and lenses of sand.

SCOPE OF SERVICES

Field Exploration

We will submit the required drilling permit and fees to the Contra Costa County Environmental Health Division (CCCEHD) and contact Underground Service Alert (USA) to assess the presence of public utility right-of-ways at the site. Thereafter, we propose to explore the subsurface conditions at the site by drilling six borings to depths of about 15 to 30 feet below the present ground surface. The borings will be drilled using a truck-mounted drill rig equipped with a rotary wash drilling system. During the drilling operation, penetration tests will be performed at regular intervals to evaluate the soil consistency, obtain information regarding the engineering properties of the subsoils, and to retain soil samples for laboratory testing. The soils encountered will be continuously examined and visually classified in accordance with the Unified Soil Classification System by a representative with our firm. Upon completion, the borings will be backfilled with lean cement under the observation of CCCEHD personnel.

Laboratory Testing

Laboratory tests will be performed in accordance with current ASTM standards on selected samples to evaluate the physical and engineering characteristics of the subsoils. We anticipate these tests may include moisture content, dry unit weight, grain-size distribution (sieve), Atterberg Limits, and consolidation. In addition, a suite of tests will be performed on a composite of near-surface soil samples to evaluate the corrosivity of the soils to buried metals and concrete. The final selection of testing type and frequency will be determined on the basis of the subsurface conditions encountered during the field exploration.

Report Preparation

Results of our field explorations, laboratory testing and engineering analyses will be summarized in a report containing the following:

- A description of the proposed project;
- A description of the surface and subsurface site conditions encountered during our field explorations;
- A description of our field and laboratory investigations;
- Conclusions and recommendations related to the geotechnical aspects of:
 - General earthwork, including site stripping, subgrade preparation, temporary excavations, permanent slopes, trench backfill, import fill, compaction criteria, and general alternatives to remediate wet/soft soil conditions if encountered during construction;
 - Foundation design and construction, including allowable bearing capacity, lateral resistance, total and differential settlement, foundation depth, and potential subgrade improvement options (if necessary);

- Liquefaction, differential settlement, and varying soil strength;
 - CBC seismic site coefficients;
 - Lateral earth pressures for design of retaining structures, and
 - Concrete slabs-on-grade and exterior flatwork;
- A plan or map showing the approximate boring locations and relationship of the site to existing streets; and
 - An appendix that will include logs of borings and a summary of laboratory tests.

FEES

We propose our services be compensated on a lump-sum basis developed per our current Fee Schedule. For the scope of work outlined above, our fee will be as follows:

Task	Fee
Drilling permit and USA clearance	\$ 1,800.00
Drill rig, crew, and supplies	\$ 4,500.00
Field engineer	\$ 1,700.00
Laboratory testing	\$ 1,700.00
Evaluation and report preparation	\$ 2,300.00
Total	\$12,000.00

The above fee for a drilling permit includes one hour of inspection by a representative of CCCEHD during backfill of the borings. Any additional unforeseen costs applied by CCCEHD for additional inspection time, filing, etc., will be invoiced as an additional fee.

The above fee does not include R-value testing for pavements, pavement evaluations, or percolation tests. An estimate for these services can be provided upon request.

The fee presented above is based on prompt payment for services presented in Kleinfelder's standard invoicing format. Additional charges will be applied for specialized invoicing and/or if backup documentation is needed. These special services will be charged on a time and expense basis. Late fees will be charged if payment is not received in accordance with terms contained in the General Conditions.

Plan and Specification Review

Our firm recommends that a plan and specification review be included as part of our total services as a means of assessing whether our recommendations have been properly implemented during design and remain consistent with the requirements of the final structure design. This service is not included in the above fee.

SCHEDULE

At the present time we could submit the required drilling permit within 2 days following your authorization to proceed. Depending on drill rig availability, we anticipate beginning the field exploration within approximately 1 to 1.5 weeks following notification to proceed. We will provide results and verbal recommendations upon request and as soon as they become available. Our report should be completed within approximately 2 to 3 weeks following completion of the field explorations.

SITE ACCESS

This proposal assumes the site is accessible with our truck-mounted drilling equipment at the time of our field exploration. Necessary removal of fences or gates, permission to enter the site from the current owner or leaseholder, and/or required use-permits must be secured by the Client prior to our initiating field activities. If weather, access, or site conditions restrict our field operations, a revision of our estimate may be warranted.

Prior to initiating our subsurface explorations, all on-site utilities and utility easements located outside public right-of-ways that cannot be identified using USA must be accurately located in the field, on a scaled map, or both. This information must be made available to Kleinfelder by the Client prior to beginning our field investigation. Kleinfelder will accept no responsibility for damage to existing utilities not accurately located in the manner described above.

UNANTICIPATED CONDITIONS

If subsurface conditions differ significantly from those anticipated above, we may need to revise our scope and estimated fee in order to complete the project. Should this occur, we would contact you for authorization before proceeding with any additional work.

In the event potentially hazardous materials are identified visually or by odor within our exploratory borings, such explorations would be immediately terminated and arrangements will be made to backfill with cement grout. We will notify you as soon as possible of such an occurrence in order to mutually decide whether to continue, modify, or cease the remainder of the field exploration program. All costs incurred as a result of encountering suspected hazardous materials would be charged on a time-and-expense basis over and above the estimated fee for the geotechnical site investigation.

The safety of our employees is of paramount concern to Kleinfelder. You will be notified if the location of your project represents a potential safety concern to our employees. Unsafe conditions for fieldwork will require a modification of our estimated scope of work and associated fees. We will advise you of the additional costs necessary to mitigate these unanticipated conditions, if applicable.

AUTHORIZATION

A signed copy of the attached Work Order returned to our office may serve as our formal authorization to proceed. If time is a critical factor, we are prepared to submit the drilling permit and schedule our field exploration based on a signed facsimile. If a facsimile is received, we will

assume that all conditions contained in the Master Services Agreement are acceptable and in effect.

If additional insurance or liability coverage is desired, Kleinfelder reserves the right to modify its proposal/fee. If an alternative contract is desired, some delays may be incurred because of our review.

LIMITATIONS

Our work will be performed and findings obtained in substantial conformance with the geotechnical engineering practice that exists within the area at the time of our investigation. No warranty is expressed or implied. This proposal does not include an assessment of environmental characteristics involving hazardous or toxic substances. A separate or concurrent environmental assessment may be appropriate prior to development. Kleinfelder would be pleased to outline a scope of services for such an assessment in a separate proposal, if required.

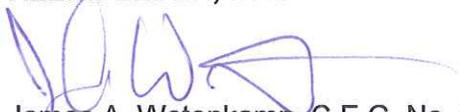
Regulations and professional standards applicable to Kleinfelder's engineering services are continually evolving. Techniques are, by necessity, often new and relatively untried. Different professionals may reasonably adopt different approaches to similar problems. As such, our services are intended to provide The Town of Discovery Bay with a source of professional advice, opinions, and recommendations based on our limited number of field observations and tests collected and performed in accordance with the generally accepted engineering practice that exists at the time our services are rendered and may depend on, and be qualified by, information gathered previously by others and provided to Kleinfelder by The Town of Discovery Bay.

Kleinfelder offers various levels of investigative and engineering services to suit the varying needs of different clients. Although risk can never be eliminated, more detailed and extensive studies will yield more information, which may help understand and manage the level of risk involved. Since detailed study and analysis involve greater expense, our clients participate in determining levels of service that provide adequate information for their purposes at acceptable levels of risk. Studies that are more extensive can be performed to reduce these uncertainties.

Thank you for the opportunity to present this proposal. If you have questions regarding the information contained herein or if we can be of further assistance, please contact us.

Sincerely,

KLEINFELDER, INC.



James A. Wetenkamp, C.E.G. No. 2556
Project Engineering Geologist



Carl Henderson, Ph.D., G.E. No. 2886
Project Manager/Principal Geotechnical Engineer

JAW:bn

Attachments: ASFE sheet
Work Order

WORK ORDER STO14W06865

Issued Pursuant to The Client Master Services Agreement SAC14C0278 effective as of March 25, 2014 by and between Town of Discovery Ba (**Client**) and Kleinfelder, Inc. (**Kleinfelder**).

Client Name: Town of Discovery Ba

Kleinfelder Project No:

Project Name: Proposed Filter Complex, Plant 2 ,Discovery Bay WWTP
Work Order Type: (Check One)

- Time-and-Materials
 Fixed-Price

Kleinfelder Office: Stockton

Subcontractor Reference No:

Kleinfelder Contact Name: Ron Heinzen

1. SCOPE OF WORK: Perform geotechnical services prer proposal dated September 8, 2014
(Continue on additional page, if needed)
2. LOCATION/CLIENT FACILITY INVOLVED: Proposed Filter Complex, Plant 2
Discovery Bay WWTP
3. PERIOD OF PERFORMANCE: FROM: October 8, 2014 TO: October 8, 2015
4. AUTHORIZED FUNDING: \$12,000.00
5. SPECIAL PROVISIONS:

NOTICE TO PROCEED IS GIVEN ON (DATE): _____

CLIENT:

KLEINFELDER:

By: _____

By: _____

Printed Name: _____

Printed Name: Carl Henderson, Ph.D., G.E.

Title:

Title: Operations Manager
Principal Geotechnical Engineer

Address:

Address: 2001 Arch-Airport Road, Suite 100,
Stockton, CA 95206

Important Information about This

Geotechnical Engineering Proposal

Subsurface problems are a principal cause of construction delays, cost overruns, claims, and disputes.

While you cannot eliminate all such risks, you can manage them. The following information is provided to help.

Participate in Development of the Subsurface Exploration Plan

Geotechnical engineering begins with the creation of an effective subsurface exploration plan. This proposal starts the process by presenting an initial plan. While that plan may consider the unique physical attributes of the site and the improvements you have in mind, it probably does not consider your unique goals, objectives, and risk management preferences. Subsurface exploration plans that are finalized without considering such factors presuppose that clients' needs are unimportant, or that all clients have the same needs. *Avoid the problems that can stem from such assumptions* by finalizing the plan and other scope elements directly with the geotechnical engineer you feel is best qualified for the project, along with the other project professionals whose plans are affected by the geotechnical engineer's findings and recommendations. If you have been told that this step is unnecessary; that client preferences do not influence the scope of geotechnical engineering service or that someone else can articulate your needs as well as you, you have been told wrong. No one else can discuss your geotechnical options better than an experienced geotechnical engineer, and no one else can provide the input you can. Thus, while you certainly are at liberty to accept a proposed scope "as is," recognize that it could be a unilateral scope developed without direct client/engineer discussion; that authorizing a unilateral scope will force the geotechnical engineer to accept all assumptions it contains; that assumptions create risk. *Manage your risk. Get involved.*

Expect the Unexpected

The nature of geotechnical engineering is such that planning needs to *anticipate the unexpected*. During the design phase of a project, more or deeper borings may be required, additional tests may become necessary, or someone associated with your organization may request a service that was not included in the final scope. During the construction phase, additional services may be needed to respond quickly to unanticipated conditions. In the past, geotechnical engineers commonly did

whatever was required to oblige their clients' representatives and safeguard their clients' interests, taking it on faith that their clients wanted them to do so. But some, evidently, did not, and refused to pay for legitimate extras on the ground that the engineer proceeded without proper authorization, or failed to submit notice in a timely manner, or failed to provide proper documentation. *What are your preferences? Who is permitted to authorize additional geotechnical services on your project? What type of documentation do you require? To whom should it be sent? When? How?* By addressing these and similar issues sooner rather than later, you and your geotechnical engineer will be prepared for the unexpected, to help prevent molehills from growing into mountains.

Have Realistic Expectations; Apply Appropriate Preventives

The recommendations included in a geotechnical engineering report are *not final*, because they are based on opinions that can be verified only during construction. For that reason, most geotechnical engineering proposals offer the construction observation services that permit the geotechnical engineer of record to confirm that subsurface conditions are what they were expected to be, or to modify recommendations when actual conditions were not anticipated. *An offer to provide construction observation is an offer to better manage your risk*. Clients who do not take advantage of such an offer; clients who retain a second firm to observe construction, can create a high-risk "Catch-22" situation for themselves. *The geotechnical engineer of record cannot assume responsibility or liability for a report's recommendations when another firm performs the services needed to evaluate the recommendations' adequacy*. The second firm is also likely to disavow liability for the recommendations, because of the substantial and possibly uninsurable risk of assuming responsibility for services it did not perform. Recognize, too, that no firm other than the geotechnical engineer of record can possibly have as intimate an understanding of your project's geotechnical issues. As such, reliance on a second firm to perform construction observation can elevate risk still more, because its personnel may not

have the wherewithal to recognize subtle, but sometimes critically important unanticipated conditions, or to respond to them in a manner consistent with your goals, objectives, and risk management preferences.

Realize That Geoenvironmental Issues Have Not Been Covered

The equipment, techniques, and personnel used to perform a geoenvironmental study differ significantly from those used to perform a geotechnical study. *Geoenvironmental services are not being offered in this proposal. The report that results will not relate any geoenvironmental findings, conclusions, or recommendations.* Unanticipated environmental problems have led to numerous project failures. If you have not yet obtained your own geoenvironmental information, ask your geotechnical consultant for risk management guidance. *Do not rely on an environmental report prepared for someone else.*

Obtain Professional Assistance To Deal with Mold

Diverse strategies can be applied during building design, construction, operation, and maintenance to prevent significant amounts of mold from growing on indoor surfaces. To be effective, all such strategies should be devised for the express purpose of mold prevention, integrated into a comprehensive plan, and executed with diligent oversight by a professional mold prevention consultant. Because just a small amount of water or moisture can lead to the development of severe mold infestations, a number of mold prevention strategies focus on keeping building surfaces dry. While groundwater, water infiltration, and similar issues may be addressed as part of the geotechnical engineering study described in this proposal, the geotechnical engineer who would lead this project **is not** a mold prevention consultant; **none of the services being offered have been designed or proposed for the purpose of mold prevention.**

Have the Geotechnical Engineer Work with Other Design Professionals and Constructors

Other design team members' misinterpretation of a geotechnical engineering report has resulted in costly problems. Manage that risk by hav-

ing your geotechnical engineer confer with appropriate members of the design team before finalizing the scope of geotechnical service (as suggested above), and, again, after submitting the report. *Also retain your geotechnical engineer to review pertinent elements of the design team members' plans and specifications.*

Reduce the risk of unanticipated conditions claims that can occur when constructors misinterpret or misunderstand the purposes of a geotechnical engineering report. Use appropriate language in your contract documents. Retain your geotechnical engineer to participate in prebid and preconstruction conferences, and to perform construction observation.

Read Responsibility Provisions Closely

Clients, design professionals, and constructors who do not recognize that geotechnical engineering is far less exact than other engineering disciplines can develop unrealistic expectations. Unrealistic expectations can lead to disappointments, claims, and disputes. To help reduce the risk of such outcomes, geotechnical engineers commonly include a variety of explanatory provisions in their proposals. Sometimes labeled "limitations," many of these provisions indicate where geotechnical engineers' responsibilities begin and end, to help others recognize their own responsibilities and risks, thus to encourage more effective scopes of service. *Read this proposal's provisions closely.* Ask questions. Your geotechnical engineer should respond fully and frankly.

Rely on Your ASFE-Member Geotechnical Engineer for Additional Assistance

Membership in ASFE/The Best People on Earth exposes geotechnical engineers to a wide array of risk management techniques that can be of genuine benefit to everyone involved with a construction project. Confer with an ASFE member geotechnical engineer for more information. Confirm a firm's membership in ASFE by contacting ASFE directly or at its website.



8811 Colesville Road/Suite G106, Silver Spring, MD 20910
Telephone: 301/565-2733 Facsimile: 301/589-2017
e-mail: info@asfe.org www.asfe.org

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Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 15, 2014

Prepared By: Fairin Perez, Parks & Recreation Manager *RH*
Submitted By: Rick Howard, General Manager

Agenda Title

Award of Contract to Burkett's Pool Plastering, Inc., for the Discovery Bay Community Center Swimming Pool Replaster Project

Recommended Action

That the Board: (1) Award contract to Burkett's Pool Plastering, Inc. in the amount not to exceed \$50,000.00 for the Discovery Bay Community Center swimming pool replaster project; (2) authorize the General Manager to execute all contract documents; and (3) in the event that the Burkett's Pool Plastering Inc. fails to meet contractual obligations that the General Manager is authorized to execute contract documents with the second lowest responsible bidder.

Executive Summary

The Town of Discovery Bay Community Services District (District) Board of Directors (Board) approved the Discovery Bay Community Center swimming pool re-plastering project on the Discovery Bay Lighting and Landscape Zone 8 FY 2014/2015 Operating and Capital Budget on June 18, 2014.

Work for this project includes demolition and removal of existing plaster, removal and replacement of tile (excluding trim band), replacement of ADA compliant hand rail at entry, and application of new white plaster.

Bid Analysis:

Staff requested bid proposals from five plaster repair contractors; Burkett's Pool Plastering, Inc., National Aquatic Services, California's Gunite & Pool Plastering, California Aqua Pros, and GD's Tile and Pool. California Aqua Pros rescinded their bid after understanding that the project had prevailing wage requirements. GD's Tile and Pool declined to submit a bid due to scheduling conflicts. Three bids were received from Burkett's Pool Plastering Inc., National Aquatic Services and California Gunite and Pool Plastering. Please see the attached bid comparison sheet.

Staff reviewed proposals, Contractor License status, business ratings and references and has determined Burkett's Pool Plastering to be the lowest responsible bidder (\$48,075.00). The Opinion of Probable Costs for the project was \$50,000.00. Staff recommends award of contract to Burkett's Pool Plastering, Inc.

Once a contract is issued, the Contractor can submit the permit application. The lead time for the approved permit is 20 working days. Contract work will take approximately 2 weeks and will be scheduled as soon as possible, weather permitting.

Staff previously reviewed the proposed project and found that the project is exempt from CEQA pursuant to State CEQA Guidelines Section 15301 (Restoration or rehabilitation of deteriorated or damaged facilities). On August 20, 2014 the Board authorized the filing a Notice of Exemption for the Discovery Bay Community Center Swimming Pool Plastering project; which was then delivered and filed with the Contra Costa County Recorder's Office.

-Continued-

Financial Review:

The current project budget is approved in the amount of \$50,000.00. Since it may be necessary to address any unknown conditions that may exist but are unknown at this time, Staff recommends a contingency in the amount of \$5,000.00 be authorized.

Full budget would include an initial contract budget of \$48,075.00 plus the contingency of \$5,000.00; for a total construction budget of \$53,075.00. This project is budgeted using Community Center Project Funds and is not funded with Zone 8 funds.

Fiscal Impact:

Amount Requested \$53,075.00 (Includes \$5,000.00 Contingency)

Sufficient Budgeted Funds Available?: Yes for base bid, Contingency, if used, would require additional funds

Proj/Fund # CC Project Fund (Not Z8)

Previous Relevant Board Actions for This Item

June 18, 2014 – Adoption of Discovery Bay Lighting and Landscape Zone 8 2014/2015 Operating and Capital Budget
August 20, 2014 – Approval of Notice of Exemption, Discovery Bay Community Center Swimming Pool Plastering

Attachments

Proposal – Burkett's Pool Plastering
Proposal – National Aquatic Services
Proposal – California Gunite & Plaster
Bid Comparison

BURKETT'S

POOL PLASTERING INC.

COPY

September 8, 2014

To: Discovery Bay Community Center
1601 Discovery Blvd
Discovery Bay, CA 94505

From: Scott Thompson
Burkett's Pool Plastering

RE: Pool Resurfacing

Scope of work:

Permit from County Environmental Health Department. (Fee includes \$350 plan, courier and office administration fees.)	\$750
Drain pool to approved cleanout and drill relief holes.	Incl.
Strip existing plaster back to original gunite shell and haul away debris. New plastic wall steps at deep end grab rails to be installed at plaster.	Incl.
Install commercial nonskid trim tile at shallow end entry steps. 2x2 black to match.	\$650
Install new belly band/ break line tile at 4 ½ ft. depth per code. 2x2 black to match.	\$700
Remove and replace existing racing lanes and targets with new commercial nonskid 2x2 black tile. New lanes and targets to be 6" to match existing.	\$3875
Remove and replace existing waterline depth markers. Existing markers do not contain the required "FT" insignia per code.	\$750
Saw cut concrete decking and install new commercial nonskid deck markers. New markers to contain the required "FT" insignia per code.	\$950
Install new ADA compliant 3 bend entry rails at shallow end entry steps per code. Existing entry rails are not to code.	\$1850
Plaster pool with (2) two coats of premium white plaster. New VGB compliant drain covers installed at time of plaster per code. AB1020 paperwork submitted at completion per code.	\$38,550
Complimentary one time chemical and equipment start up at completion.	N/C
Total for pool re surfacing:	\$48,075

Alternate Options:

Clean existing pool waterline tile.	\$750
Upgrade standard white plaster interior finish to premium 100% white quartz finish. Wet Edge premium 100% quartz finish comes with a <u>5 year warranty</u> from the manufacturer. Standard pool plaster is warranted for 3 years. <i>Pricing is in addition to standard white plaster.</i>	\$6350

This project is bid at prevailing wage. No bonds are included.

Please note: This proposal and or contract does not include any changes, additions or additional permit fees added or required by the Building and or Environmental Health Departments.

If you have any questions, please feel free to call me at 209-495-9634. burkettsscott@yahoo.com

Respectfully,

Scott Thompson.
License #608182

National Aquatic Services, Inc.
 PO Box 2168
 Brentwood, CA 94513



Sales Quote

Sales Quote Number:

SQ-302

Sales Quote Date:

8/14/2014

Town of Discovery Bay CSD

SEP 10 2014

Received

Name / Address

Town of Discovery Bay
 1800 Willow Lake Road
 Discovery Bay, CA 94505

Job Site

Town of Discovery Bay
 1800 Willow Lake Road
 Discovery Bay, CA 94505

COPY

Description	Qty	Rate	Quote Total
Replastering of the Pool to include: -Demo of old paster down to gunite. -Preparation and new plaster. -New racing lanes and targets. -New tile trim. -New main grates. AB1020 form to be provided. -New wall steps at existing location. -New depth markers. -New single hand rail at pool steps. -This quote does not include waterline tile. Environmental permits and fees to be billed separately at time and materials. Quoted at prevailing wage.	1	48,500.00	48,500.00
Permits and fees are the responsibility of the owner. These can be provided on a time and materials basis.		Quote Total \$48,500.00	
Please sign and return if approved.			
Name: _____		Signature: _____	
		Date: _____	

Phone #	E-mail	Fax #	Web Site
925-513-9025	accounting@naspools.com	925-513-4941	NASpools.com

Pool remodel for Town of Discovery Bay community services



 COPY

Drain pool to 4" clean out. Drill holes in pool to relieve any underground hydraulic pressure.

Strip plaster layers, "total chop" prep to at least 80% of original Plaster.

Remove & replace waterline, racing lane, target, belly band and trim tile with standard \$8.00 sq/ft tile selections, grout color to be determined

Remove & replace entry grab rails in shallow end

Remove & replace wall steps & entry rails in deep end

Remove & replace gray sanded mastic

Remove & replace 5 lights

Replaster pool with White Plaster

Prevailing wages are included

**BASIC POOL REMODEL: ALL TAXES, LABOR,
MATERIALS, DUMP FEES, PERMITS & PLANS
INCLUDED** **\$65,000.00**

Discovery Bay Community Center
Swimming Pool Replaster Bids

	Permit Admin	Drain and Relief	Demo & Offhaul of Existing Plaster	Non-skid trim at entry steps	Tiles Belly band and break line	Remove and Replace Racing lines (Tile)	Waterline Depth Markers	Non-Skid Deck Markers	ADA Compliant 3 bend entry rails	VGB Drain Covers	AB1020 Paperwork	White Plaster	
Burkett's Pool Rcv'd 9.8.14	\$ 750	Incl.	Incl.	\$ 650	\$ 700	\$ 3,875	\$ 750	\$ 950	\$1,850	Incl.	Incl.	\$38,550	\$ 48,075
California's Gunite & Pool Rcv'd 9.12.14	N/I	Incl.	Incl.	Incl.	Incl.	Incl.	Incl.	N/I	Incl.	N/I	N/I	Incl.	\$65,000
National Aquatic Services Revised Est. Rcv'd 9.10.14	N/I	Incl.	Incl.	N/I	Incl.	Incl.	Incl.	N/I	Incl.	Incl.	Incl.	Incl.	\$48,500



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 15, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Ordinance No. 26 - Establish Parking Restrictions at Cornell and Ravenswood Parks and the Discovery Bay Community Center

Recommended Action

Introduction and Waive reading of Ordinance No. 26 Establishing Parking Restrictions at the Cornell and Ravenswood Parks and the Discovery Bay Community Center

Executive Summary

Since the Community Center opened for full time programming in January 2014, the facility has come to be utilized on an almost constant basis, and parking issues have arisen which staff, and the Board, have sought to address.

The proposed Ordinance provides for the following restrictions the Town of Discovery Bay wholly owned parks, including the Discovery Bay Community Center.

The following activities shall be prohibited at all Town of Discovery Bay Parks and Grounds, including the Discovery Bay Community Center:

- The parking of any motor vehicle, trailer, boat, or equipment that displays "For Sale" or any other type of advertising that the vehicle is for sale;
- The parking of any motor vehicle, trailer, boat, or equipment between the hours of 11:00 pm and 6:00 am unless the vehicle is an official vehicle and displaying Exempt California license plates;
- Overnight parking may be permitted in advance and only when displaying an overnight parking pass issued by the Town of Discovery Bay.

Staff will contact a local towing company and install parking regulation signs in order to enforce the terms of this Ordinance.

At this meeting the Ordinance will be introduced and considered for adoption by the Board, with comments from the public. Any necessary revisions can be made at this time. This Ordinance will then be brought back to the Board at the next meeting for consideration of adoption. If adopted, the Ordinance shall be published in the local newspaper within 15 days of adoption and become effective 30 days from the date of adoption.

Fiscal Impact:

Amount Requested Approximately \$500-\$750 for signs and materials
Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)
Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Ordinance No. 26

AGENDA ITEM: G-2



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 26**

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ESTABLISHING PARKING RESTRICTIONS
AT CORNELL AND RAVENSWOOD PARKS
AND THE DISCOVERY BAY COMMUNITY CENTER**

Be it ordained by the Board of Directors of the Town of Discovery Bay as follows:

SECTION 1. Short Title

This Ordinance shall be known and may be cited as Discovery Bay Park's Parking Restrictions Ordinance.

SECTION 2. Purpose

The purpose of this Ordinance is to protect the health, safety, and welfare of residents of the Town of Discovery Bay; and to address overnight parking in Discovery Bay Parks which are wholly owned and maintained by the Town of Discovery Bay, including the Discovery Bay Community Center.

SECTION 3. Regulations

The following activities shall be prohibited at all Town of Discovery Bay Parks and Grounds, including the Discovery Bay Community Center:

1. The parking of any motor vehicle, trailer, boat, or equipment that displays "For Sale" or any other type of advertising that the vehicle is for sale;
2. The parking of any motor vehicle, trailer, boat, or equipment between the hours of 11:00 pm and 6:00 am unless the vehicle is an official vehicle and displaying Exempt California license plates;
3. Overnight parking may be permitted in advance and only when displaying an overnight parking pass issued by the Town of Discovery Bay.

SECTION 5. Enforcement

The Town of Discovery Bay shall install parking regulation signs at all Discovery Bay Parks which are wholly owned and maintained by the Town of Discovery Bay, including the Discovery Bay Community Center in order to enforce the terms of this Ordinance.

SECTION 6. Violation

Any vehicle that fails to comply with any condition of this Ordinance shall be subject to removal by a local towing company. All costs, fees and expenses in connection with such action shall be the responsibility of the owner of the vehicle.

SECTION 7. Severability

The various parts, paragraphs, section, and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

SECTION 8. Adoption and Effective Date

This Ordinance is hereby declared to have been adopted by the District Board at a meeting thereof duly called and held on the 15th day of October, 2014, and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

CERTIFICATION

Passed and adopted at a regular meeting of the Board of Directors of the Town of Discovery Bay Community Services District held on October 15, 2014 by the following vote:

Mark Simon
Board President

AYES:
NOES:
ABSENT:
ABSTAIN:

Richard J. Howard
Board Secretary



Town of Discovery Bay

“A Community Services District”

AGENDA REPORT

Meeting Date

October 15, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Final FY 2013-2014 Annual Budget and Fiscal Year 2014-15 and Fiscal Year 2015-16 Operating, Capital and Revenue Budgets

Recommended Action

Receive and File

Executive Summary

On June 18, 2014, the Board adopted Resolution No. 2014-13 authorizing the spending plan for the FY 2014-15 Fiscal Year. At the time of the budget's adoption, final FY 2013-14 revenue and expenditure figures were yet to be identified, pending close out of the County's budgets as well as those of the Town's.

Attached to this report, and as summarized in the chart below, is the final FY 2014-15 Operating, Capital and Revenue Budgets, which includes a final picture of the prior fiscal year.

Adopted FY 2013–14 Operating and Capital Improvement Program Budget		2013/2014 Actuals	Proposed FY 2014–15 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$4,876,550	\$5,048,398	Total O&M Budget	\$5,184,609
Debt Service	\$828,000	\$798,959	Debt Service	\$827,437
Contribution to Reserves	\$492,453	\$349,446	Contribution to Reserves	\$82,000
Capital Budget	\$6,747,001	\$6,488,412	Capital Budget	\$6,251,972
Infrastructure Replacement Fund	\$525,000	\$525,000	Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$13,469,004	\$13,210,215	Grand Total Expense	\$12,871,018
Grand Total Revenue	\$13,469,004	\$13,210,215	Grand Total	\$12,871,018

During the course of the preceding Fiscal Year, staff brought a number of projects to the Board that were unbudgeted and unfunded. As the Board will recall, at the time, staff pointed out that once the final year-end figures were identified, staff would either bring a Budget Amendment to the Board to expense the project(s) or the expenses would be absorbed by any remaining year end funds. While those projects totaled over \$150,000 (new screen, rotor at Ox Ditch, etc), staff is pleased to report that \$349,446 was remaining at the end of the year which will be applied to the Town's general reserve account.

A summary of reserves is located on page 33 of the Budget document. However, \$5.456M (\$4.098M in base reserves and \$1.358M in Infrastructure Replacement funds) are on deposit with the Contra Costa County Treasurer's Office as of June 30, 2014.

-Continued-

Overall, the FY 2013-14 revenue estimates and spending plan remained on target throughout the course of the year. As is customary, many line items were under budget while a number exceeded budget. In the end, revenues exceeded expenditures by \$349,446.

Fiscal Impact:

Amount Requested: N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

June 4, 2014 – Budget Submittal; June 11, 2014 – Budget Workshop; June 18 Adoption of FY 2014-15 Budget

Attachments

FINAL FY 2014-15 and FY 2015-16 Operating, Five Year Capital Improvement Program, and Revenue Budgets

AGENDA ITEM: H-1



*Town of Discovery Bay Community Services District
Contra Costa County, California*

**FISCAL YEAR 2014-16
OPERATING AND CAPITAL IMPROVEMENT PROGRAM
ADOPTED BUDGET**





Mission Statement

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

Board of Directors

Mark Simon, President
Chris Steele, Vice President
Bill Pease, Director
Kevin Graves, Director
Marianne Wiesen, Director

District Management

Rick Howard, General Manager
Rod Attebery, District Counsel
Virgil Koehne, Water and Wastewater Manager
Fairin Perez, Parks and Landscape Manager
Dina Breitstein, Finance Manager
Sue Heintl, Executive Assistant

The Town of Discovery Bay Community Services District

1800 Willow Lake Road
Discovery Bay, CA 94505
925-634-1131
www.todb.ca.gov

**Photo's in this document are courtesy of Bill Klipp <http://www.wkimages.net/>*

*Town of Discovery Bay Community Services District
Contra Costa County, California
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Town of Discovery Bay CSD Budget Message



*Town of Discovery Bay Community Services District
Contra Costa County, California*



June 18, 2014

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the Town's financial plan for the fiscal period July 1, 2014 through June 30, 2016. The annual Revenue, Operating and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

For the FY 2014/16 planning horizon, a two-year budget document has again been developed. The two-year budget provides staff and the board a better glimpse into the future and allows for improved budgetary forecasts. While you are presented with a two-year budget, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the O&M and the remaining four years of the CIP are included in the document but not necessarily included in the discussion below.

This budget is balanced and presents a spending plan where revenues meet expenditures. The Board and public will be presented with a complete financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in a prudent and efficient manner. This budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. As will be addressed below, the August 2012 Board action establishing the Discovery Bay Public Financing Authority played an essential role in addressing the long term capital needs of the Town of Discovery Bay. In addition, we continue to fund the capital replacement fund in the amount of \$525,000 annually. This fund provides long term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as underground infrastructure. This structural fund is an essential component of long term financial sustainability for the Town. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long term financial needs. Since the fund was established in Fiscal 2011/12, \$1.395 million has been placed into the capital replacement fund. In FY 2014/15, an additional \$525,000 is programmed, bringing total contributions to \$1.920 million.

For FY 2014/15, the O&M budget net of debt service and contributions to reserves shows an increase of \$308,259 or 6% over the current year. The Capital Improvement Program (CIP) Budget continues to track with the five (5) year CIP Budget. The CIP is planned at \$6,776,972 for the coming fiscal year. Overall,

however, as compared to the current fiscal year, an overall 6% reduction in the budget is projected to occur. This is the result of a reduction to the overall CIP.

DISCUSSION

The Town of Discovery Bay will be ending Fiscal Year 2013/14 on a number of positive notes. First and foremost, the longtime goal of this District to establish a facility where residents of all ages will be able to participate in a wide variety of community based programming that stimulates, educates and enriches the lives of people within Discovery Bay came to fruition. On January 2, 2014, the newly renovated Discovery Bay Community Center opened its doors and has hosted numerous classes, events, and programs aimed at fulfilling that goal.

In May 2014, the Town of Discovery Bay was recognized as a California District of Distinction by the California Special District Association's Special District Leadership Foundation (SDLF). One of only 20 Special Districts to have achieved this recognition statewide, the Distinction is significant in that SDLF recognized the Town for its strong fiscal management policies, governmental practices, and the overall manner in which the District conducts its day-to-day business activities. Being acknowledged as a California District of Distinction is a big accomplishment and signifies that the work that the Board and Staff carry out is performed in a manner that meets Best Practices in our industry.

In early June, the Regional Water Quality Control Board (RWQCB) approved a five year renewal of the Town's National Pollutant Discharge Elimination Permit (NPDES). The new permit established a number of costly projects that are required as a condition of the newly issued permit. The two biggest projects include effluent filtration and effluent de-nitrification. At over \$10.M in total, these two projects will ensure construction at Wastewater Treatment Plant #2 well into the next ten years. Project financing has yet to be determined, but will undoubtedly be a major discussion in the coming year(s).

As in past years, the CIP budget includes a color coordinated system of projects that designate them as either Routine (white), Capital Financed (green) or Growth Induced (red). The list of projects that were financed with revenues that were the result of the issuance of \$14.1M in water and wastewater enterprise revenue bonds are either complete or well underway at this time. The projects remain on schedule, and most recently, the Board awarded the Secondary Improvements project (Oxidation Ditch, splitter boxes, clarifier), which is the final wastewater project that received bond funds in the CIP. It is anticipated that all projects will be complete by late 2015.

Water Well #7 was awarded for construction on June 4, 2014. The project was delayed due to permit issuance issues with the County. Now resolved, the project is back on schedule and should be completed later this calendar year.

While there are a number of projects that have been added to the CIP for this coming Fiscal Year, there are, however, three projects that I want to specifically address. They are as follows: 1) Vehicle Storage

Facility; 2) On-Site Reclaimed Water Project; and 3) initiating the process of relocating the Town offices to the Community Center Site. All new projects are identified on the CIP listing in purple.

The Vehicle Storage Facility has been discussed for a number of years and consists of modest covered storage facility to be located at WWTP2. The facility will be utilized to house all district rolling assets into a single location protected from the elements and harmful UV rays. This project is estimated at between \$100,000 and \$150,000. The proposed project budget has been set at \$150,000.

The Reclaimed Water Project is an on-site (WWTP2) reclaimed water project that will utilize reclaimed water in-lieu of fresh potable water during the wastewater treatment process. This project is budgeted at \$200,000. A grant is in the process of being submitted through Proposition 84 and the Governor's Drought Relief efforts.

The final new project for FY 2014/15 is the programming of \$150,000 for preliminary site and design for the relocation of the Town of Discovery Bay District Offices to the Community Center Site. This is programmed as a three year project, with design taking place in FY 2015/16 and construction commencing in FY 2016/17. This schedule would have the Town offices fully relocated by June 30, 2017. The Board of Directors will have many opportunities to discuss and evaluate this project prior to any funds being expended.

As new development continues to take place in Discovery Bay, it is necessary to begin to look at the timing of the projects identified as Growth Induced and to move those projects forward in the budgetary timeline. Kiper Homes continues to build at the Lakes, and the pending Newport Pointe (67 DU's) and Pantages (292 DU's) projects are on schedule to break ground in summer 2015. As a result, the Board will be considering a revised Capacity Fee study in July 2014. The study allocates past and future project cost burdens as they relate to existing and future development.

For the most part, this budget represents a "status quo" financial plan and does not include any major program changes to the forecast period. The only exception is the recommended transition of Zone 8 landscape contract services to in-house services. Due to budgetary constraints in the Lighting and Landscape Zone #8, the FY 14/15 operations budget reflects a change in the Town's maintenance plan for that zone only. Historically, general Landscape Maintenance has been contracted to outside firms. Starting August 1st, 2014, it is proposed that this task will now be performed in-house. This program change transitions our Parks and Landscape field staff from implementing small to medium CIP's to performing all regular weekly maintenance schedules for that area.

For FY 2014/15 I am recommending the establishment of an Internal Revenue Code Section 125 Plan. Section 125 plans (commonly referred to as Cafeteria Plans) allow employees to utilize pre-tax dollars for the employee share of medical coverage and qualified medical (such as co-pays and cost of prescriptions) and dependent child care expenses. The employer cost is determined by the number of employees who participate in the program. Nevertheless, annual administrative costs (employer) are less than \$1,500 for the first year and less than \$1,000 for each subsequent year.

There are no new positions planned at this time. However, I do recommend two job title changes. Those title changes are as follows: Parks and Landscape Manager changed to Parks and Recreation Manager; and Administrative Assistant changed to Administrative Assistant/Board Clerk. There are no monetary consequences associated with either of these proposed changes.

A copy of the proposed FY 2014/15 Position Schedule is included as a part of the proposed budget.

For Fiscal Year 2013/14, the Budget breaks down as follows:

Adopted FY 2013–14 Operating and Capital Improvement Program Budget		2013/2014 Actuals	Proposed FY 2014–15 Operating and Capital Improvement Program Budget	
Total O&M Budget	\$4,876,550	\$5,048,398	Total O&M Budget	\$5,184,609
Debt Service	\$828,000	\$798,959	Debt Service	\$827,437
Contribution to Reserves	\$492,453	\$349,446	Contribution to Reserves	\$82,000
Capital Budget	\$6,747,001	\$6,488,412	Capital Budget	\$6,251,972
Infrastructure Replacement Fund	\$525,000	\$525,000	Infrastructure Replacement Fund	\$525,000
Grand Total Expense Budget	\$13,469,004	\$13,210,215	Grand Total Expense Budget	\$12,871,018
Grand Total Revenue	\$13,469,004	\$13,210,215	Grand Total Revenue	\$12,871,018

The Operating and Maintenance (O&M) section of the budget is proposed to be \$6,094,046 (included debt service) for the coming fiscal year. The biggest increases to the Operating plan are in Consulting and Large Repairs & Maintenance. Consulting fees are anticipated to exceed \$173,300 over prior year due to required RWQCB/NPDES studies. Subsequently, a proposed increase of \$308,259 or 6% over current year budget (FY 2013-14). This increase is the result of a variety of factors, including a modest increase to payroll, and an increase in consulting services due to a multitude of State mandated special studies, as well as an update/rehabilitation of the www.todb.ca.gov website, a comprehensive salary and compensation study, a records retention program project and a safety master plan. Other areas of increased spending in the O&M Budget include a more accurate reflection of expenditures based upon past years' historical data as well as current and future contractual obligations. This is evident in contractual increases to Veolia Water.

The District's website, www.todb.ca.gov, continues to be populated with relevant information, documents, and materials. As noted above, the website is expected to be overhauled this coming fiscal year.

Our long term contract with Veolia Water is now entering its fourth year. We look forward to continuing our ongoing partnership with Veolia. I believe that the corporate issues facing Veolia towards the end of 2013 have been resolved; however, staff will continue to monitor their daily operations and will maintain contact with Veolia corporate staff on matters affecting Discovery Bay. As FY 2014/15 comes to an end, and we enter into our fifth year with Veolia in May 2015, the initial five-year portion of their possible 15 year agreement will require a 360^o evaluation prior to the execution of the next five-year term.

The Capital Improvement Program (CIP) proposes expenditures of \$6,776,972 with a large portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011/2012. As previously discussed, the projects contained in those plans are either complete, in design, or under construction. FY 2014/2015 will continue be a busy year as a we begin to wrap up the projects that have been financed and transition to the new RWQCB required projects, as noted above.

Over the past year, the District has initiated or completed a number of parks and landscape projects. Some of these projects are relatively small in size and scope, while others are significantly more extensive. Some of those projects include the landscaping of Newport Lane, Marina Road, and Pt. of Timber Road.

As noted previously, this budget continues to fund \$525,000 in Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was specifically addressed and again recently noted as a positive addition to the budget by the District's independent auditors. As of June 30, \$1,395,000 is currently in that fund for future capital replacement needs.

This budget represents a budget where revenues match expenditures. The attached FY 2014/15 Operating and Maintenance, Capital Improvement Program, Capital Replacement Fund and Revenue projections represent a spending plan that is sustainable based upon projected revenues meeting projected expenditures of \$12,871,018.

Key to the preparation of this budget is to ensure all carry-over projects are properly accounted for, that revenue projections are based upon historic and anticipated revenues, and that spending is prudent and sensible. As the end of the Fiscal Year is June 30, 2014, staff will incorporate the final encumbrances into the document once the actual carry-over figures are determined.

The primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water, and charges for residential water service. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees. On the Parks and Landscape side of the house, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 57, 61. Zone 8 revenues are expected to rise from \$462,000 to \$478,000 (actual FY 2013/14 revenues) and Zone 9 revenues are expected to rise from \$105,000 to \$114,000 (actual FY 2013/14 revenues). We do anticipate a 3% increase over budgeted revenues, however, in order to maintain a conservative look into the future actual receipts for FY 2013/14 were utilized in these projections.

Revenues are projected to be \$12,871,018 and include the aforementioned projected rate increase and \$4,160,882 related to proceeds from Financing for capital projects.

The amount of the contribution to reserves will be known once FY 2013/14 is closed out. A year end surplus of revenues over expenditures is anticipated. Once that amount is identified, that surplus will be transferred into the general reserve account. As of today, the General Reserve Account contains \$4.241M, well above the \$3.0M threshold established by the Board. It should be noted that the additional reserves are being built up (along with developer fees) to ensure assets are available to construct projects required by the RWQCB.

Again, I am pleased to present a budget where revenues meet expenditures, where staffing levels meet projected needs, and where service levels continue to improve. More importantly, however, it begins the multi-year process of ensuring that the District's infrastructure needs continue to be met while offering a strategic look at the overall assets of the District.

I would like to thank and acknowledge Board President Mark Simon and Board Director Bill Pease for their contributions and assistance in the preparation of the FY 2014/16 annual operating, capital and revenue budgets. The committee completed their work and recommended the preliminary budget be submitted to the Board of Directors for consideration and eventual adoption.

This budget document is the culmination of considerable effort on behalf of staff, and I would like to especially thank Finance Manager Dina Breitstein for all her efforts, as well as those that participated in its production, including Water and Wastewater Manager Virgil Koehne, District Engineer Gregory Harris, Parks and Landscape Manager Fairin Perez and Executive Assistant Sue Heinl. Their efforts, and those of the entire staff are appreciated and I am grateful for their dedication to their mission and their commitment to the community.

I would be remiss if I didn't take a moment to thank the entire Board of Directors for their support over the past fiscal year. We were certainly tested with a number of challenges, and I'm happy to report that with few exceptions, we managed every hurdle, speed bump, and obstacle and that we navigated those with positive results.

Respectfully submitted,

Rick Howard
General Manager



Town of Discovery Bay CSD Organization

- ❖ At a Glance
- ❖ Salary & Wages
- ❖ Organizational Chart
- ❖ Authorized Positions



The Town of Discovery Bay Community Service District: At a Glance

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 13,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers and a planned business park. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are two (2) gated communities; Lakeshore and The Lakes, as well as nearby Ravenswood, a community planned around a public park.

The approximately 9 square mile area known as the Town of Discovery Bay Community Services District (TODBCSD) was formed in 1997 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the TODBCSD the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment and distribution
- Parks and Landscape Maintenance
- Recreational Activities (Coming Soon)

District Form of Government

California's Independent Special Districts are legislatively authorized pursuant to California Government Code Sections 61000-61850. The Town of Discovery Bay Community Services District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day to day operations of the District.

Population

The 2010 census shows the total population in Discovery Bay to be 13,352 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates five (5) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 1,300 million gallons per year, which equates to an average daily demand of 3.6 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment and distribution services to approximately 5,800 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

In order to facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.8 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, secondary treatment facilities using oxidation ditches, and ultraviolet (UV) disinfection prior to discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia Water N.A. under a multi-year agreement with the TODBCSD.

Parks and Landscaping Services

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. Over the past few years, the Board of Directors has established priorities to improve the landscape areas of Discovery Bay. Improvements can be seen throughout town, including the recently completed Discovery Bay Boulevard landscape enhancement project. The District has also initiated a number of projects within our parks system, including the recent completion of the Ravenswood Park Splash Pad, and the new playground at Cornell Park.

The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the TODBCSD, with the remaining three (3) owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

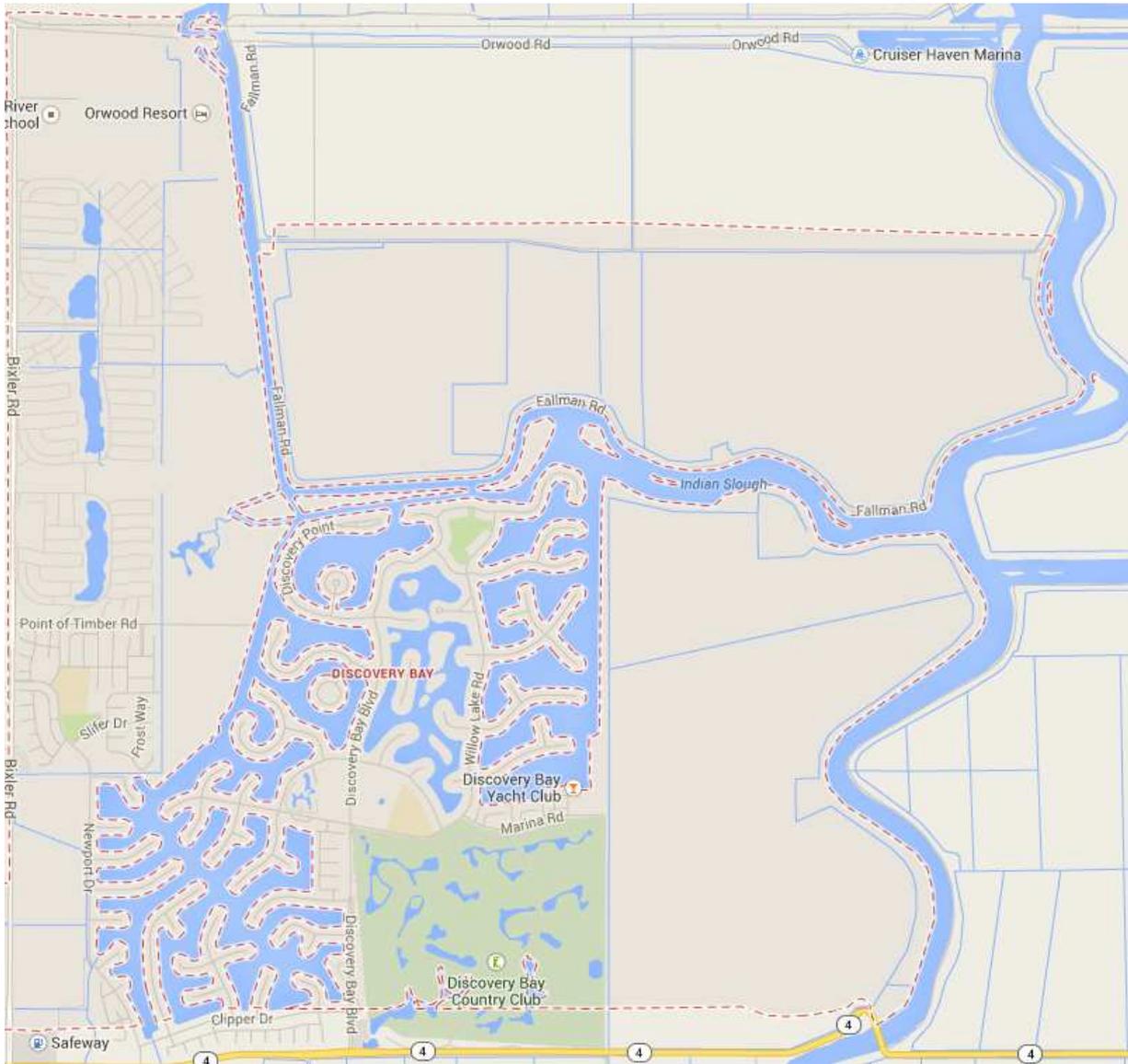
Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The Community Center opened its doors to the public on January 2, 2014. The Center offers a wide variety of programs for all ages and will continue to develop programming that will stimulate, educate and enrich the lives of people within Discovery Bay and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.

*Town of Discovery Bay Community Services District
Contra Costa County, California*



Town of Discovery Bay Community Services District
Contra Costa County, California
Salary & Wages

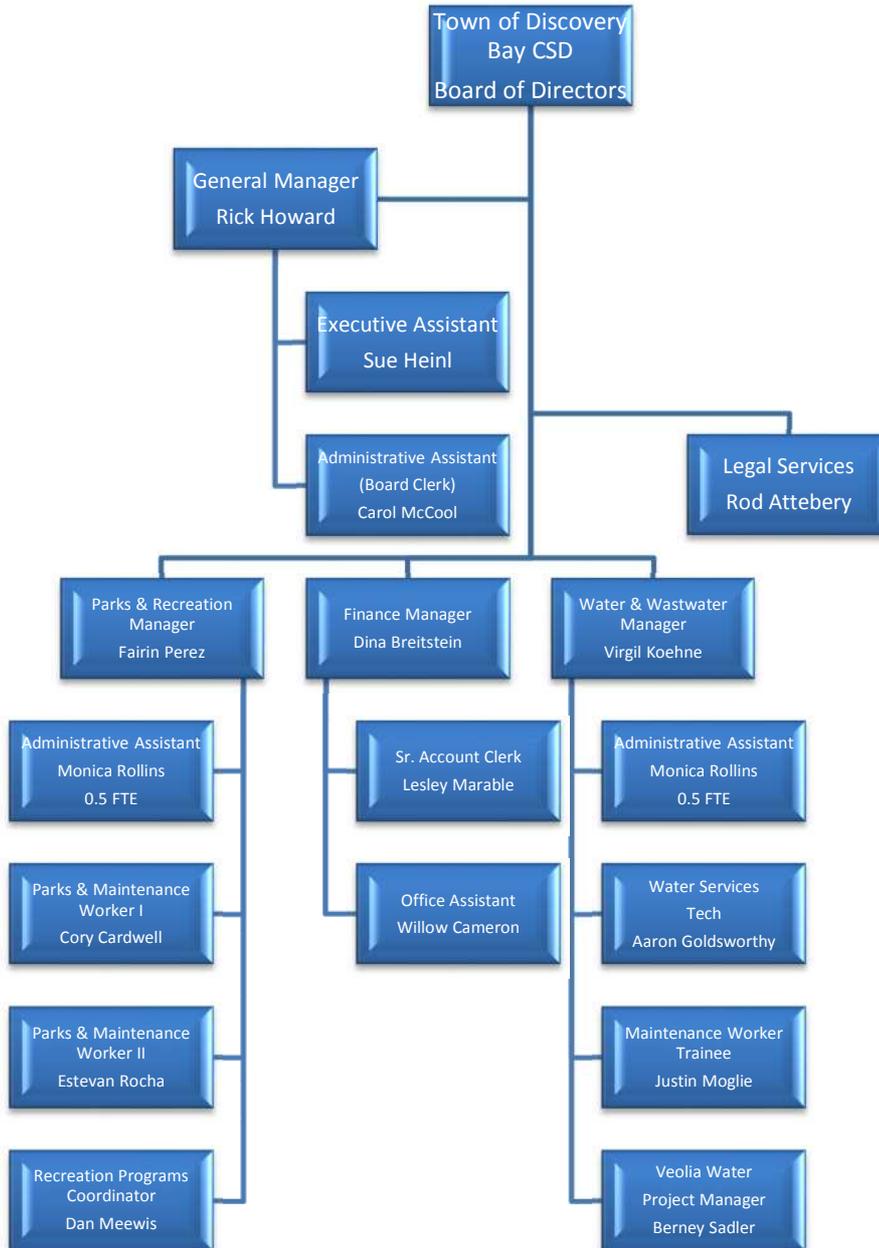


The Town of Discovery Bay lies within the metropolitan statistical areas of San Francisco/Oakland/San Jose. However, it is geographically closer to the farmlands of the central valley and the cities of Brentwood, Stockton and Tracy. The proximity to the employment centers of the Bay Area and those of the Central Valley determine the labor pool from which the District recruits its workers. In order to maintain a qualified and motivated workforce, it is necessary to provide a salary and compensation package that is commensurate within industry norms and within the financial means of the District.

Salary Schedule

Classification	Range	Minimum Pay Rate				Maximum Pay Rate			
		Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
Administrative Assistant	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Executive Assistant	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Finance Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
General Manager	541	53.7	4,654	9,308	111,699	72.5	6,283	12,566	150,793
Office Assistant	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Recreation Programs Coordinator	148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
Parks & Recreation Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Parks & Maintenance Worker I	131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
Parks & Maintenance Worker II	138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
Senior Account Clerk	139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
Water & Wastewater Manager	517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
Maintenance Worker Trainee	125	14.47	1,254	2,508	30,097	18.09	1,568	3,135	37,621
Water Services Technician II	150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Organizational Chart**





**FY 2014-15 Authorized Positions
 Regular Positions/Full Time Equivalents (FTE's)**

	Actual	Actual	Proposed
Position			
Title	FY 2012-13	FY 2013-14	FY 2014-15
Director	5	5	5
General Manager	1	1	1
Water & Wastewater Manager	1	1	1
Parks & Landscape Manager	1	1	0
Parks & Recreation Manager	0	0	1
Finance Manager	1	1	1
Administrative Assistant	2	2	1
Admin Assistant/ Board Clerk	0	0	1
Recreation Program Coordinator	0	1	1
Executive Assistant	1	1	1
Office Assistant	1	1	1
Sr. Account Clerk	1	1	1
Maintenance Worker Trainee	0	1	1
Water Services Technition I	1	1	0
Water Services Technition II	0	0	1
Parks & Maintenance Worker I	0	0	1
Parks & Maintenance Worker II	2	1	1
Totals	17	18	19



Program Summaries

- ❖ General Manager Program Summary
- ❖ Financial Services Program Summary
- ❖ Water Quality Program Summary
- ❖ Wastewater Program Summary
- ❖ Lighting & Landscaping Program Summary
- ❖ Recreation Program Summary

*Town of Discovery Bay Community Services District
Contra Costa County, California*



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Department:	General Manager
Program Area:	Administration

Program Description:

The Town of Discovery Bay Administration Department is comprised of the Administrative and Operational functions of the Town. The directly elected five-member Board of Directors sets legislative policy and the General Manager serves as the administrative head of the District. The Administration Program provides information necessary for the Board of Directors to establish priorities and make well-informed decisions on policy matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Administration program supports and directs all departments, enabling them to carry out day-to-day operations, services and planning efforts.

Accomplishments, 2013-2014:

- Obtained California Special District Association (CSDA) Recognition in Special District Governance award for all five Board members and the General Manager.
- Received CSDA's Certificate of Excellence in Transparency that included a comprehensive review of the Town's organizational and operational areas as well as an in-depth look at the manner in which the Town provides access of information to the public.
- Obtained CSDA's highest level of recognition; being acknowledged as a California District of Distinction, one of only 20 Special Districts in the State to achieve this recognition.
- Published and distributed the Pipeline, a newsletter informing residents of activities and projects throughout town.
- Completed updated personnel manual.
- Adopted a number of Board Policies aimed at improving the manner in which the Town conducts its daily business.
- Worked closely with the California Regional Water Quality Control Board to successfully re-issue the Town's five-year NPDES permit.

Objectives, 2014-2015:

- Provide management and oversight of the District's Capital Improvement Program.
- Successfully oversee the implementation of the Community Center, its programming and activities.
- Complete a comprehensive Classification and Compensation Study.
- Work closely with the District's Engineer to ensure timely implementation of the conditions and requirements contained within the five-year NPDES Permit.





Department: Financial Services

Program Area: Administration

Program Description:

The Town of Discovery Bay CSD Administration Department is comprised of the Administration and Finance functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy making body and the General Manager serves as the administrative head of the District. The Finance program operates a governmental accounting, reporting and records maintenance system that provides financial information to both as well as external users and internal management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. This program also has the responsibility for coordinating all external auditing functions including the annual financial audit and audits by all outside agencies. The Finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB). The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider and assuring compliance with all regulatory requirements, laws and District policies pertaining to payroll.

Accomplishments, 2013-2014:

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Streamline and review issues with Datamatic Corp. who provides wireless services for our water meter reads and billing system.
- Fully implemented new Caselle Financial Suite Software, including Purchase Order tracking
- Review processes and look for areas for automation such as filing and financial reporting.
- Provide staff training pertaining to financial and billing systems, educational requirements as well as staff development training.
- Develop procedure pertaining to financial reporting, including preparing a month end reporting.
- Develop comprehensive financial reporting models.
- Established the TODB CSD Developer Deposit Holding Fund at ECC Bank

Objectives, 2014-2015:

- Review all internal and external Finance policies in regards to internal controls Best Practices. Update or develop accordingly.
- Review processes and look for areas for automation such as filing and financial reporting.
- Implement new Utility Billing Services and Blue Review and New Meter Software
- Reorganize and rewrite Utility billing collection and shut off rules and procedures.
- Implement Utility billing Service Agreement for Homeowners, Renters & Landlords





Department:	Public Services
Program Area:	Water Quality

Program Description:

This Program provides water production, treatment & distribution to approximately 6,000 homes and businesses. Specifically, the Water Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town’s water matters. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue violations observed in the field. The program also assists with the development of water quality educational materials and outreach.

Accomplishments, 2013-2014:

- Initiated construction of Well #7 with the drilling of a new production well.
- Worked on finalizing the design work for new Well 7 pump and motor and resolved issues related to water discharge at the startup of each pump cycle at this new site.
- Awarded bid to complete Well 7 electrical and yard piping, integration and operational processes.
- Distributed Consumer Confidence Report with no violations noted.

Objectives, 2014-2015:

- Bring Well 7 online which will be used to augment Well 5A.
- As part of the 10-year master plan, start preliminary discussions on adding a new Storage Tank at Newport Water Treatment facility.
- Initiate water Filter Vessel and Backwash tank at the Willow Lake Treatment Facility pursuant to the Water Master Plan recommendations.
- Continue to monitor rules and changes in law relative to safe drinking and water quality requirements.





Department :	Public Services
Program Area:	Wastewater

Program Description:

The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment and discharge of treated effluent. Specifically, the Wastewater Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town’s wastewater matters. In addition, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Water program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. In addition, this program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Accomplishments, 2013-2014:

- Completed the installation of the third Aeromod Beltpress pursuant to the Wastewater Master Plan.
- Completed construction and placed into operation two Bio-solids solar drying chambers (Chamber C & D).
- Replaced “Rotor” at the “Ox-Ditch #2 (WWTP#2) due to the fact that the 4-inch drive-shaft broke.
- Completed installation of a new Fiber backbone, between Plant #1 and 2 improving internet connectivity between the facilities.
- Completed install of a new 4-inch water main at Plant #2 to serve the Belt Press facility.
- Continued work on the design and construction of the new “Booster Pump” station at Plant #2.
- Assisting PG&E with intergovernmental support on their gas main replacement project in Discovery Bay.
- Initiated the Influent Pump Station, Lift Station W and Emergency Storage Lagoon project, estimated to be completed in early FY 2014-15.

Objectives, 2014-2015:

- Complete the Influent Pump Station, Lift Station W and Emergency Storage Lagoon project.
- Complete Lift Station F rehabilitation project.
- Continue towards a fall 2015 completion date for the Oxidation Ditch, Clarifier and secondary improvements project.
- Complete the Booster Pump Station Project and reclaimed water intertie.
- Work on finding alternate solutions to our Salinity issue.
- Implement requirements of newly issued NPDES Permit and develop planning and implementation schedule.

*Town of Discovery Bay Community Services District
Contra Costa County, California*





Department:	Parks & Landscaping Services
Program Area:	Parks & Landscaping

Program Description:

The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program provides information necessary for the Board of Directors to establish priorities and make well-informed decision in regards to the Town’s parks and landscaping matters. This program provides a comprehensive maintenance and rehabilitation program for 5 parks and the streetscapes inside Discovery Bay. In addition the maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park n Ride area. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces all plants and trees to ensure health, vitality and visual appeal as well as maintains inventory lists annually to project funding and scheduling of future repairs, projects and replacement.

Accomplishments, 2012-2013

- Newport Lane Irrigation and Planting Project
- Cornell Park Solar Lighting Project Completion
- Winner of the Breathe California Technology Award - Ravenswood Park / Cornell Park Solar Lighting
- Community Center Landscape Upgrades – Earth Day Project

Objectives, 2013-2015:

- Initiation of In-House Maintenance Program
- Tennis Court Renovation at Community Center
- Swimming Pool Renovation at Community Center
- Installation of the District’s first off-leash Dog Park





Department:	Parks & Landscaping Services
Program Area:	Recreation Services

Program Description:

New for FY 2013-2015, the Recreation Services program was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012-13. Recreational activities take place throughout town; and the Community Center is the central location for those activities.

Accomplishments, 2013-2014:

- Opened swimming pool for community wide use; established Aquatics personnel manual, policies and fee structure.
- Completed interior and exterior building renovation to the Community Center. Effectively adding additional room space for programming.
- Completed first Activity Guides and initiated On-line Registration platform
- Added fulltime Recreation Programs Coordinator
- Created facility rental policies and fee structure
- Created policies, forms and contracts for Independent Instructors
- Cooperatively coordinated and established the Discovery Bay River Otters Swim Team program.

Objectives, 2014-2016:

- Establish Youth Advisory Commission
- Continue to provide enhanced community based and age appropriate recreational programming.
- Increase event and program participation of Discovery Bay residents
- Establish Volunteer Policies and program



Budget Summaries

- ❖ Revenues “where the money comes from”
- ❖ Reserves
- ❖ Water & Wastewater Operating & Maintenance Budget
- ❖ Water & Wastewater Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 8 Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Recreation Revenue, Operating & Maintenance & Capital Improvement Budget
- ❖ Lighting & Landscaping Zone 9 Revenue, Operating & Maintenance & Capital Improvement Budget

**Town of Discovery Bay Community Services District
Contra Costa County, California
Revenues – “Where the money comes from”**



The following table identifies the various sources of revenue that can be anticipated during the course of the coming fiscal year. As is evident in the table, the primary sources of revenues are derived from Property Tax charges for water and wastewater usage, charges for commercial sewer and water and residential water service fees. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges and fees.

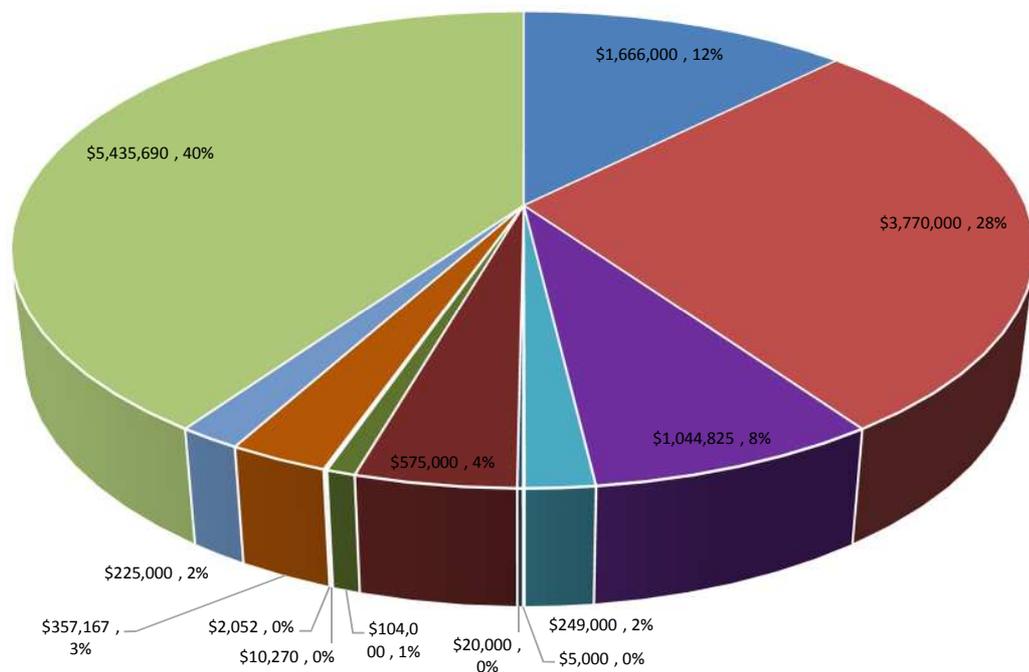
Of the approximately 5,000 residential and commercial properties in Discovery Bay, roughly 2,200 are billed for water use through meters. The remaining 2,800 properties are scheduled to receive water meters prior to the state mandated date of 2024.

Revenue Projections					
Fiscal Year	2012/2013	2013/2014	2013/2014	2014/2015	2015/2016
Account Description	Actual	Budget	Actual	Budget	Budget
Water Revenue		\$1,666,000	\$1,696,975	\$1,858,240	\$1,932,570
Wastewater Revenue	\$5,475,974	\$3,770,000	\$3,718,752	\$3,799,884	\$3,951,879
Metered Water Rev.	\$1,308,201	\$1,044,825	\$1,000,444	\$975,000	\$1,014,000
Meter Sewer Rev.			\$130,041	\$125,000	\$130,000
Meter Charge		\$249,000	\$260,587	\$258,960	\$269,318
Sewer/Water Permit	\$4,950	\$5,000	\$56,412	\$25,000	\$25,000
Sewer/Water Inspection Fee	\$6,720	\$20,000	\$57,320	\$20,000	\$20,000
Sewer Capacity Fee	\$287,464	\$575,000	\$272,323	\$150,000	\$150,000
Water Capacity Fee	\$36,312	\$104,000	\$37,539	\$50,000	\$50,000
Misc. Reimbursements	\$11,116	\$10,270	\$45,968	\$10,500	\$10,500
Misc. Receivables	\$276,269	\$2,052	\$122,200	\$2,109	\$2,200
L&L Related Payroll & Benefit Reimbursement	\$186,552	\$357,167	\$213,561	\$415,443	\$432,060
L&L Reimbursement	\$108,332	\$225,000	\$282,610	\$225,000	\$250,000
TODB Sponsored Event	\$5,700		\$2,500		
Proceeds From Bond Financing	\$5,083,893	\$5,435,690	\$5,236,978	\$4,160,882	\$2,004,000
Grant				\$200,000	
Developer Deposit Holding Account			\$76,005	\$300,000	
Borrowed Reserves					\$202,876
Infrastructure Facilities & Vehicle Replacement Fund				\$65,000	
Infrastructure Sewer Replacement Fund				\$80,000	\$115,000
Infrastructure Pumps Replacement Fund				\$50,000	
Carry-Over/Re-Budgeted				\$100,000	
Grand Total Revenue	\$12,791,483	\$13,469,004	\$13,210,215	\$12,871,018	\$10,559,405

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Revenue Budget**

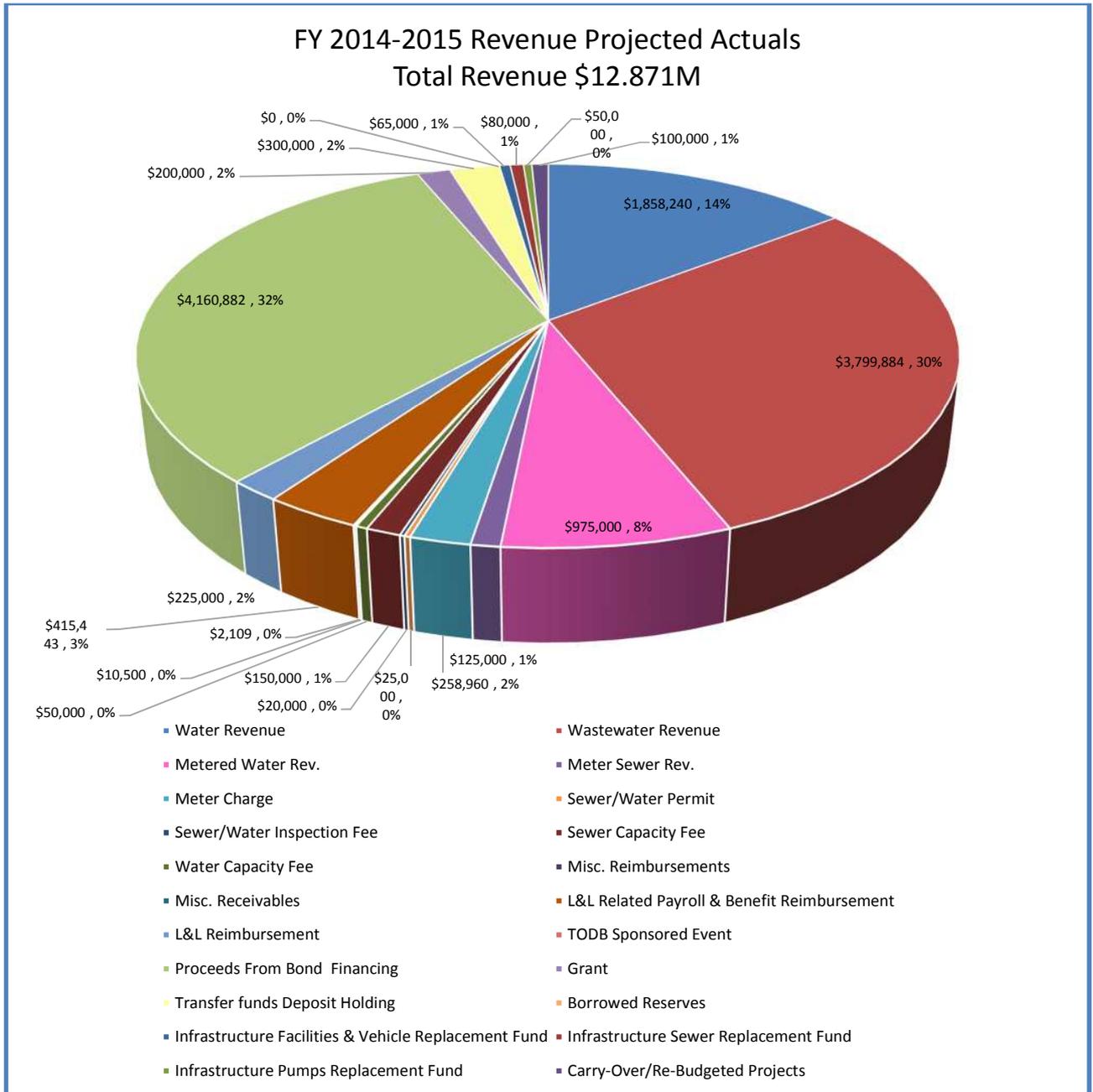


FY 2013/2014 Revenue Budget
 Total Revenue \$13.469M



- Water Revenue
- Metered Water Rev.
- Meter Charge
- Sewer/Water Inspection Fee
- Water Capacity Fee
- Misc. Receivables
- L&L Reimbursement
- Proceeds From Bond Financing
- Transfer funds Deposit Holding
- Infrastructure Facilities & Vehicle Replacement Fund
- Wastewater Revenue
- Meter Sewer Rev.
- Sewer/Water Permit
- Sewer Capacity Fee
- Misc. Reimbursements
- L&L Related Payroll & Benefit Reimbursement
- TODB Sponsored Event
- Grant
- Borrowed Reserves
- Infrastructure Sewer Replacement Fund

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Revenue Budget**



Town of Discovery Bay Community Services District
Contra Costa County, California
Operating & Capital Reserves



The Town of Discovery Bay CSD (TODBCSD) has established a reserve fund for its long term organizational and operational stability and the reserve funds enable the TODBCSD to cover expenditures due to unforeseen and unexpected cash flow requirements. This reserve Fund ensures that the TODBCSD accumulates, manages, maintains and uses certain financial resources only for specified purposes. The following table identifies the various sources of reserves that can be anticipated during the course of the coming fiscal year.

Reserves	FY 12/13	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Water & Wastewater Reserves	\$3,748,767	\$4,098,213	\$4,180,213	\$4,180,213
Sewer Infrastructure Replacement Fund	\$350,000	\$550,000	\$750,000*	\$950,000
Pumps/Motors Replacement Fund	\$90,000	\$140,000	\$190,000*	\$240,000
Water Infrastructure Replacement Fund	\$300,000	\$500,000*	\$700,000	\$900,000
Generators Replacement Fund		25,000	\$50,000	\$75,000
Facilities & Vehicles Replacement Fund	\$130,000	\$180,000*	\$230,000*	\$280,000
Draw Down		(\$36,527)	(\$195,000)	(\$317,526)
Reserves Total	\$3,748,767	\$4,098,213	\$4,180,213	\$4,180,213
Infrastructure Replacement Total	\$870,000	\$1,358,473	\$1,688,473	\$2,127,474
Total Reserves	\$4,618,767	\$5,456,686	\$5,868,686	\$6,307,687

*Reserve Draw-Down Detail

- *Sewer Replacement \$80,000
- *Pumps Replacement \$50,000
- *Facilities & Vehicle Replacement \$65,000

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Operations and Maintenance Budget**



The Operations and Maintenance Budget for the Fiscal Year 2014/15 represents the day-to-day spending plan that meets the needs of the District and keeps it running smoothly and efficiently. The proposed plan was developed by forecasting actual historical expenses and known costs and integrating that data into a fiscal spending plan that best represents anticipated future expenditures.

For FY 14/15 the O&M budget remains essentially the same as FY 13/14. The Operations and Maintenance (O&M) program has a proposed spending plan of \$6,094,047 in FY 14/15 and \$6,023,306 in FY 15/16 for a total of \$12,117,353 over two years. This represents an increase of \$308,259 or 6% over FY 13/14. Increases to the O&M program are evident in the Consulting Services, where an increase of \$173,300 is needed for State Mandated special studies as well as a records retention and an organizational safety project. The second area that has increased is in Electrical Utilities. This increase of \$20,000 represents the new plant upgrades that have been taking place under the five year Capital Improvement Plan. The last major change to the operating and maintenance budget is in Large Item Preventative & Corrective Replacement which represents a new budget amount of \$100,000. This new budget line reduces Repairs and Maintenance Pumps by \$70,000.

Water & Wastewater	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Personnel	\$911,299	\$859,779	\$957,950	\$995,069
Operation & Maintenance	\$5,285,504	\$4,960,578	\$5,136,097	\$5,028,237
Total	\$6,196,803	\$5,820,357	\$6,094,047	6,023,306

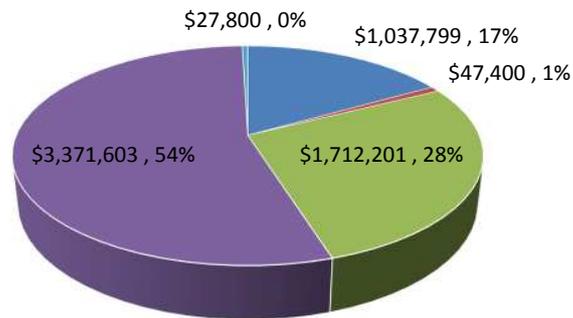
Administration Division	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$906,299	\$854,779	\$373,899	\$388,855
Employer Taxes			\$41,544	\$43,206
Overtime	\$5,000	\$5,000		
Operation & Maintenance				
Landscape Related Reimbursable	\$225,000	\$241,753	\$225,000	\$250,000
General Fund Total	\$1,136,299	\$1,101,532	\$640,443	\$682,061

Water Division	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages			\$193,503	\$201,243
Employer Taxes			\$21,500	\$22,360
Overtime			\$2,000	\$2,000
Group Insurance	\$15,240	\$25,402	\$15,240	\$15,697
Worker's Comp	\$20,000	\$41,213	\$20,000	\$20,600
457 B Plan	\$12,000	\$9,783	\$12,000	\$12,360
Temp Employees	\$3,360	\$2,749	\$3,360	\$3,600
Board of Directors				
Compensation	\$16,560	\$10,192	\$16,560	16,560
Travel	\$1,600	\$1,674	\$2,400	\$2,400
Trainings, Meetings	\$800	\$2,021	\$800	\$800
Consulting Services				
Consulting Services	\$84,000	\$55,350	\$153,320	\$109,000
Waste Water Service Contract	\$478,720	\$518,607	\$489,430	\$504,112
Professional Fees	\$960	\$0		
Preventative & Corrective	\$42,800	\$24,422	\$42,800	\$42,800
P&C Large Replacement		\$14,342	\$40,000	\$40,000
Legal	\$60,000	\$34,402	\$62,000	\$62,000
Audit Services	\$12,400	\$14,496	\$12,400	\$12,800
Contract Mailing	\$15,000	\$14,492	\$15,000	\$15,000
Operations & Maintenance				
Travel	\$2,000	\$4,894	\$2,000	\$3,200
Training	\$2,800	\$5,859	\$2,800	\$2,800
Subscriptions	\$1,060	\$343	\$1,060	\$1,060
Memberships	\$7,200	\$7,458	\$7,200	\$7,200
TODB Sponsored Events	\$2,400	\$1,350	\$2,400	\$2,400
PR, Advertising & Elections	\$2,600	\$6,358	\$7,800	\$3,200
Telecommunications	\$9,480	\$11,120	\$9,480	\$9,480
Materials	\$400	\$0	\$1,880	\$1,880
Automotive Fuel, Supplies & Repairs	\$12,000	\$11,080	\$12,400	\$16,400
Repairs & Maintenance	\$279,600	\$464,569	\$251,600	\$252,472
Office Supplies	\$4,600	\$7,247	\$4,600	\$5,400
Rent & Facility Expense	\$15,800	\$10,456	\$13,800	\$7,800
Insurance	\$28,400	\$42,937	\$30,000	\$31,388
Permits & Fees	\$16,000	\$15,706	\$16,000	\$16,000
Utilities	\$302,000	\$370,039	\$310,000	\$320,000
Chemicals	\$37,500	\$21,532	\$30,000	\$30,000
Freight	\$1,120	\$434	\$1,320	\$1,320
Other	\$296,381	\$133,357	\$137,264	\$104,342
Inter-Governmental Charges				
Inter-Governmental	\$11,120	\$19,483	\$11,014	\$10,640
Water Fund Total	\$1,795,901	\$1,903,367	\$1,954,929	\$1,910,315

Wastewater Division	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages			\$290,245	\$301,864
Employer Taxes			\$32,250	\$33,540
Overtime			\$3,000	\$3,000
Group Insurance	\$22,860	\$26,404	\$22,860	\$23,546
Worker's Comp	\$30,000	\$45,429	\$30,000	\$30,900
457 B Plan	\$18,000	\$14,675	\$18,000	\$18,540
Temp Employees	\$5,040	\$3,932	\$5,040	\$5,400
Board of Directors				
Compensation	\$24,840	\$15,168	\$24,840	\$24,840
Travel	\$2,400	\$2,571	\$3,600	\$3,600
Trainings, Meetings	\$1,200	\$3,032	\$1,200	\$1,200
Consulting Services				
Consulting Services	\$126,000	\$92,007	\$229,980	\$163,500
Waste Water Service Contract	\$718,080	\$777,911	\$734,145	\$756,169
Professional Fees	\$1,440	\$0		
Preventative & Corrective	\$64,200	\$80,067	\$64,200	\$64,200
P&C Large Replacement		\$68,139	\$60,000	\$60,000
Legal	\$90,000	\$20,677	\$93,000	\$93,000
Audit Services	\$18,600	\$21,744	\$18,600	\$19,200
Contract Mailing				
Operations & Maintenance				
Travel	\$3,000	\$6,733	\$3,000	\$4,800
Training	\$4,200	\$3,540	\$4,200	\$4,200
Subscriptions	\$1,590	\$643	\$1,590	\$1,590
Memberships	\$10,800	\$12,481	\$10,800	\$10,800
TODB Sponsored Events	\$3,600	\$2,024	\$3,600	\$3,600
PR, Advertising & Elections	\$3,900	\$10,295	\$11,700	\$4,800
Telecommunications	\$14,220	\$17,657	\$14,220	\$14,220
Materials	\$600	\$0	\$2,820	\$2,820
Automotive Fuel, Supplies & Repairs	\$18,000	\$15,440	\$18,600	\$24,600
Repairs & Maintenance	\$424,400	\$207,343	\$382,400	\$383,708
Office Supplies	\$6,900	\$11,442	\$6,900	\$8,100
Rent & Facility Expense	\$23,700	\$18,685	\$20,700	\$11,700
Insurance	\$42,600	\$87,285	\$45,000	\$47,082
Permits & Fees	\$49,000	\$82,623	\$49,000	\$49,000
Utilities	\$453,000	\$355,833	\$465,000	\$480,000
Chemicals	\$25,000	\$15,400	\$20,000	\$20,000
Freight	\$1,680	\$206	\$1,980	\$1,980
Other	\$1,043,071	\$774,278	\$789,693	\$739,470
Inter-Governmental Charges				
Inter-Governmental	\$16,680	\$21,794	\$16,520	\$15,960
Wastewater Fund Total	\$3,268,602	\$2,815,458	\$3,498,674	\$3,430,930
Total Budget	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
	\$6,196,803	\$5,820,357	\$6,094,047	\$6,023,306

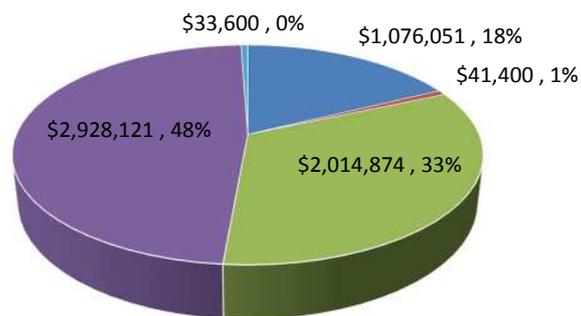


FY 2013/2014 Operations & Maintenance Budget
Total Expenditures \$6.196M



- Salary & Wages
- Board of Directors Compensation
- Contract Services
- Operation & Maintenance
- Inter-Governmental Charges

FY 2014/2015 Operations & Maintenance Budget
Total Expenditures \$6.094M



- Salary & Wages
- Board of Directors Compensation
- Contract Services
- Operation & Maintenance
- Inter-Governmental Charges

***Town of Discovery Bay Community Services District
Contra Costa County, California
Capital Improvement Program Budget***



The Capital Improvement Program for Fiscal Year 2014/2016 is valued at \$11,313,072 and includes funding necessary to properly service, maintain and support the basic functions of District operations; it includes \$6,164,882 continued construction for the two (2) CIP Water & Wastewater Master Plans as well as \$3,366,000 for the approved CIP projects, \$200,000 Grant for the Reclaimed water project; and \$1,482,190 for future growth projects.

The CIP is broken down into 7 distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; Building & Improvements; and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

The Water and Wastewater Master Plans that were commissioned late in fiscal year 2010-2011 were completed, have been reviewed by the Board of Directors and were accepted. Future residential and commercial development in Discovery Bay will determine the timing of any capital improvements necessary to accommodate any new growth.

Wastewater– Capital Improvements and Structures & Replacements

For FY 2014/15 the Wastewater CIP and Structures & Replacements represent 14 projects at a total combined cost of \$4,788,952; of which \$3,533,582 is allocated the construction work of the Wastewater Master Plan which will be financed and \$397,370 is allocated for Growth Induced projects. \$858,000 is allocated for approved CIP projects including, Collection System Pump Station Improvements, SCADA Improvements, Rehab of Manholes, Raising Manholes, Valve Replacement Project, Monitoring Well WWTP#2; and Lift Station Rehabilitation Project.

Water Capital Improvements and Structures & Replacements

For FY 2014/15 The CIP for Domestic Water production includes 3 projects at total combined cost of \$898,020. The projects include \$627,300 for is allocated the construction work of the Wastewater Master Plan which will be financed. \$250,000 is allocated for approved CIP projects including replacing 8-in Mainline on Discovery Blvd to Beaver Lane and \$20,720 is budget for growth induced projects.

Equipment: Capital

There are no planned Equipment purchases listed for FY 2014/15 at this time.

Vehicle: Capital

The District plans for FY14/15 is to purchase a heavy duty truck to replace an existing vehicle that is out of operation. Amount allotted for this purchase is \$40,000.

Building and Improvements

For FY 2014/2015 there are 4 planned Building & Improvement projects totaling \$525,000. These projects included \$25,000 for Well #2 Building Roof and Structure Replacements & Repairs, \$150,000 for a Vehicle Storage Facility at Wastewater Treatment Plant #2, \$150,000 for the design work for District offices to be built on the Community Center property, and \$200,000 anticipated Grant Funding for a Reclaimed Water Project.

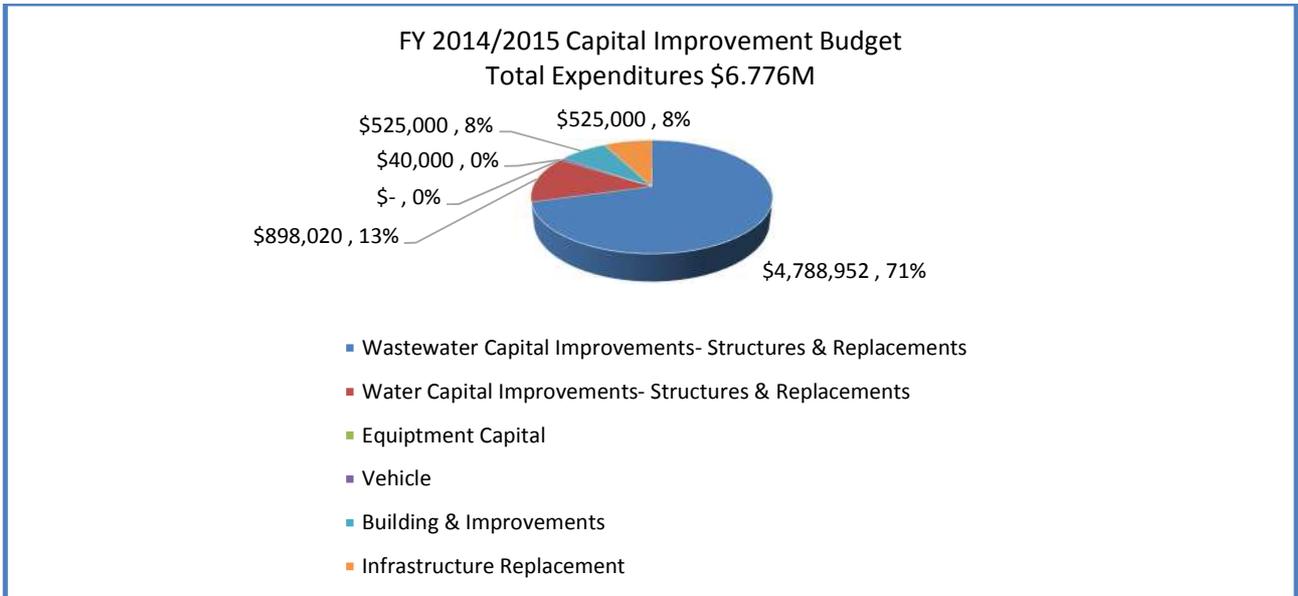
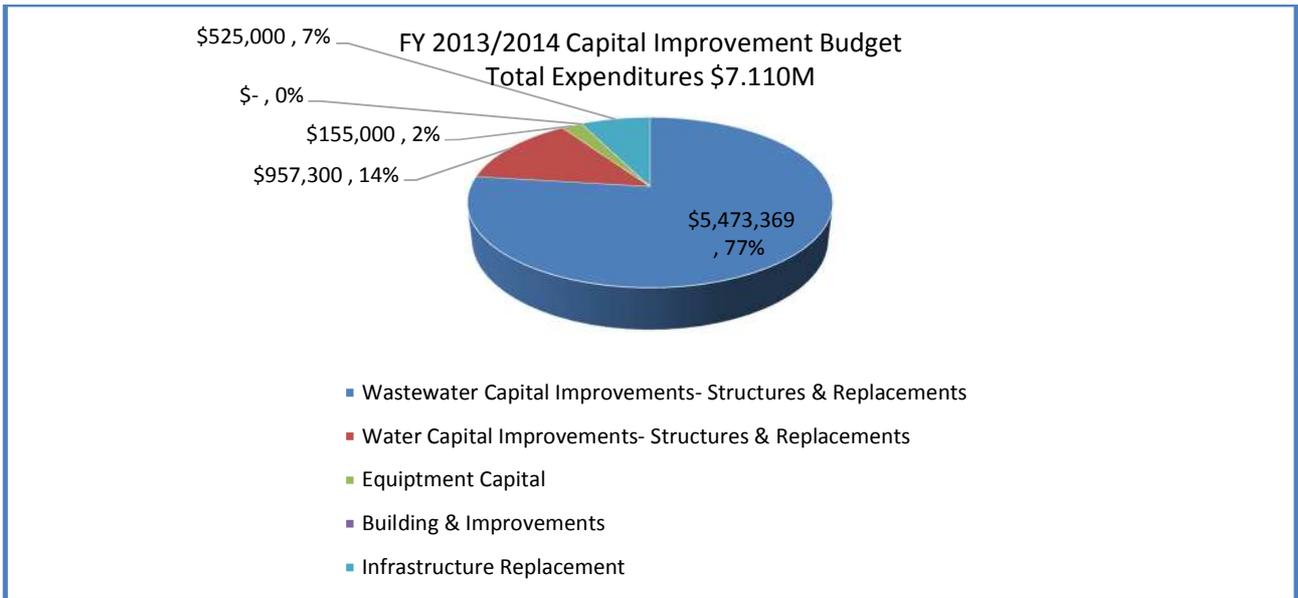
Infrastructure Replacement Fund

The addition of the Infrastructure Replacement Fund allocates \$525,000 in FY 2014/2015 for four distinct areas: Sewer Infrastructure; Pumps and Motors Replacement; Water Infrastructure; Generators and Facilities and Vehicles Replacement.

Capital Improvement	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Wastewater Capital Improvements & Structures Replacement	\$5,473,369	\$4,778,988	\$4,788,952	\$3,097,620
Water Capital Improvements & Structures Replacement	\$957,300	\$596,444	\$898,020	\$663,480
Vehicle Capital			\$40,000	
Equipment Capital	\$155,000	\$80,276		
Building & Improvements			\$525,000	\$250,000
Infrastructure Replacement	\$525,000	\$525,000	\$525,000	\$525,000
Carry-over	\$161,332	\$1,032,704		
Total Capital Improvements	\$7,272,001	\$7,013,412	\$6,776,972	\$4,536,100



**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Capital Improvement Budget**



		5/31/2014	Adopted 2013/2014 Budget	2013/2014 Actual	Proposed 2014/2015 Budget	Proposed 2015/2016 Budget	Proposed 2016/2017 Budget	Proposed 2017/2018 Budget	Proposed 2018/2019 Budget	Total Proposed 5 year Budget 2014/2019 Budget	Full Project Budget
1100	Equipment										
	Electronic Message Board	37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
	Boom Lift	38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
	Security Camera's	39	\$ 25,000	\$ 19,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	Leak Detection Tool	66	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
	2 Yard Tractor	64	\$ 100,000	\$ 60,426	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
	Equipment Total		\$ 155,000	\$ 80,276	\$ -	\$ 205,000					
1120	Vehicles										
	Vehicle	A	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ 80,000	\$ 70,000
	Vehicle Total		\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000	\$ -	\$ 80,000	\$ 70,000
1150	CIP Building & Improvements										
*****	Well #2 Building Roof and Structure Replacements & Repairs	82	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
*****	Vehicle Storage Facility	73	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 100,000
*****	Reclaimed Water Project	74	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
*****	District Offices	75	\$ -	\$ -	\$ 150,000	\$ 250,000	\$ 2,000,000	\$ -	\$ -	\$ 2,400,000	\$ 2,400,000
	CIP Building & Improvements Total		\$ -	\$ -	\$ 525,000	\$ 250,000	\$ 2,000,000	\$ -	\$ -	\$ 2,750,000	\$ 2,700,000
21-1155	CIP wastewater										
	Secondary Effluent Pump Station Modifications	5	\$ -	\$ -	\$ 37,500	\$ -	\$ 212,500	\$ -	\$ -	\$ 250,000	\$ 250,000
	Secondary Effluent Equalization	6	\$ -	\$ -	\$ 69,380	\$ 610,620	\$ -	\$ -	\$ -	\$ 680,000	\$ 680,000
	Effluent Filtration	7	\$ -	\$ -	\$ 290,490	\$ -	\$ 2,161,755	\$ 2,161,755	\$ -	\$ 4,614,000	\$ 4,614,000
	Total	5,6,7	\$ -	\$ -	\$ 397,370	\$ 610,620	\$ 2,374,255	\$ 2,161,755	\$ -	\$ 5,544,000	\$ 5,544,000
	Revise UV Disinfection Weirs	8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Conduct UV Disinfection Viral Bioassay Test	9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Upgrade UV Disinfection	10	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 1,080,000	\$ -	\$ 1,200,000	\$ 1,200,000
	Add Pump to Export Pump Station	12	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
	Solids Improvements, phase 2: One New Solar Dryer	14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Collection System Pump Station Improvements	15	\$ 135,000	\$ -	\$ 270,000	\$ 190,000	\$ 190,000	\$ -	\$ -	\$ 650,000	\$ 650,000
	SCADA Improvements	16	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
	Fiber to Plant 1	36	\$ 42,015	\$ 25,193	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	NPDES permitt Renewal	65	\$ 40,000	\$ 66,897	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ 40,000
	CIP Wastewater Total		\$ 567,015	\$ 92,091	\$ 1,017,370	\$ 900,620	\$ 2,564,255	\$ 2,321,755	\$ 1,080,000	\$ 7,884,000	\$ 7,934,000
20-1160	CIP Water										
	<u>Source Capacity</u>										
	Well 7	51	\$ 627,300	\$ 550,080	\$ 627,300	\$ -	\$ -	\$ -	\$ -	\$ 627,300	\$ 1,476,000
	Well 8	52	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 227,400	\$ 644,300	\$ 594,300	\$ 1,516,000	\$ 1,516,000
	Well 1B pump Equipment Upgrade	53	\$ 30,000	\$ 46,364	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
	<u>Treatment Filter at Willow Lake</u>										
	Treatment Filter unit at Willow Lk WTP vessel, media, foundation, all new face piping & controls	54	\$ -	\$ -	\$ 20,720	\$ 238,280	\$ -	\$ -	\$ -	\$ 259,000	\$ 259,000
	New Backwash Tank at Willow Lk WTP piping modifications & foundation	55	\$ -	\$ -	\$ -	\$ 28,800	\$ 331,200	\$ -	\$ -	\$ 360,000	\$ 360,000
	New Recycle Pumps at Willow Lk WTP 3 pumps, piping & controls	56	\$ -	\$ -	\$ -	\$ -	\$ 72,000	\$ -	\$ -	\$ 72,000	\$ 72,000
	Recycle Pump Upgrade - Newport	57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,800	\$ -	\$ 28,800	\$ 28,800
	CIP Water Total		\$ 707,300	\$ 596,444	\$ 648,020	\$ 317,080	\$ 630,600	\$ 673,100	\$ 594,300	\$ 2,863,100	\$ 3,741,800
21-1170	Structures & Improvements Wastewater										
	Influent Pump Station Modifications	1	\$ 981,360	\$ 1,936,346	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,040,242
	RE-Activate Pump Station W	2	\$ 355,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 376,639
	Emergency Storage Facilities	3	\$ 114,210	\$ -	\$ 114,210	\$ -	\$ -	\$ -	\$ -	\$ 114,210	\$ 243,000
	Total 1, 2 & 3	1, 2 & 3	\$ 1,450,890	\$ 1,936,346	\$ 114,210	\$ -	\$ -	\$ -	\$ -	\$ 114,210	\$ 1,659,881
	Splitter Box, OX ditch, Clarifier, RAS pumps at Plant 2, standby Aerators	4	\$ 2,722,500	\$ 930,114	\$ 3,006,000	\$ 2,004,000	\$ -	\$ -	\$ -	\$ 5,010,000	\$ 6,050,000
	Reverse Osmosis Facilities	11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Solids Improvements, Phase 1: New Solar Dryers and 2 Belt Presses	13	\$ 385,000	\$ 1,820,438	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,600,000
	Total 13 & 14	13 & 14	\$ 385,000	\$ 1,820,438	\$ -	\$ 4,600,000					
*****	Upgrade Ox Ditch 1	71	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
*****	Upgrade Ox Ditch 2	72	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
*****	Valve Replacement Project	83	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*****	Monitoring Well WWTP#2	84	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
*****	Sandblast & Epoxy Clarifier #1 WWTP#1	85	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
*****	Relocate Control Panel from L/S F to L/S C	86	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Rehab Manholes	40	\$ 18,000	\$ -	\$ 18,000	\$ 18,000	\$ 18,000	\$ 20,000	\$ -	\$ 74,000	\$ 110,000
	Raise Manholes	41	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 40,000	\$ 60,000
	Spare NTU Sensor	42	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000

	Road Crossing Ramps	43		
	Salinity Project	44	\$ 49,964	\$ -
	Lift Station F Rehab	62	\$ 250,000	\$ -
	UV Bank	63	\$ -	\$ -
*****	Lift Station Rehabilitation Project	76	\$ -	\$ -
*****	Plant 1 RAS Pumpstation Control Panel	77	\$ -	\$ -
	Structures & Improvements Wastewater Total		\$ 4,906,354	\$ 4,686,897
20-1170	Structures & Improvements Water			
	<u>Water Distribution System</u>			
	Replace 8-in mainline w/new 16-in C905 - willow lk from Disco Blvd to Beaver Ln	60	\$ 250,000	\$ -
	<u>Storage Tanks</u>			
	New Water Storage Tank - Newport WTP	61	\$ -	\$ -
	Willow Lake WTP Chemical Room Upgrade	45	\$ -	\$ -
	Security Door Locks	46	\$ -	\$ -
	Structures & Improvements Water Total		\$ 250,000	\$ -
1180	Infrastructure Replacement Fund			
21-1180	Sewer Infrastructure Replacement Program	47	\$ 200,000	\$ 200,000
20/21-1180	Pumps/Motors Replacement Fund Program	48	\$ 50,000	\$ 50,000
20-1180	Water Infrastructure Replacement Program	49	\$ 200,000	\$ 200,000
all depts	Generators Replacement Fund Program	67	\$ 25,000	\$ 25,000
all depts	Facilities & Vehicles Replacement Fund	50	\$ 50,000	\$ 50,000
	Infrastructure Replacement Fund Total		\$ 525,000	\$ 525,000
	Encumbrance(s) Carry Over (Re-budgeted) Capital		\$ 161,332	\$ 1,129,961
	Capital Totals		\$ 1,674,979	\$ 743,731
	Grant Financed Totals		\$ -	\$ -
	Bond Financed Totals		\$ 5,435,690	\$ 5,236,977
	Growth Induced Totals		\$ -	\$ -
	Total Capital		\$ 7,110,669	\$ 5,980,708
	etted) Capital		\$ 7,272,001	\$ 7,110,669

\$ -				
\$ -				
\$ 413,372	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 100,000				
\$ 50,000	\$ 50,000			
\$ 3,771,582	\$ 2,197,000	\$ 78,000	\$ 80,000	\$ -
\$ 250,000	\$ 250,000	\$ 750,000	\$ 610,960	\$ -
\$ -	\$ 86,400	\$ 993,600	\$ -	\$ -
\$ -	\$ 10,000	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 250,000	\$ 346,400	\$ 1,743,600	\$ 610,960	\$ -
\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000
\$ 1,998,000	\$ 1,468,000	\$ 3,770,400	\$ 1,940,260	\$ 1,119,300
\$ 200,000	\$ -	\$ -	\$ -	\$ -
\$ 4,160,882	\$ 2,004,000	\$ -	\$ -	\$ -
\$ 418,090	\$ 1,064,100	\$ 3,771,055	\$ 2,310,555	\$ 1,080,000
\$ 6,776,972	\$ 4,536,100	\$ 7,541,455	\$ 4,250,815	\$ 2,199,300
\$ 6,576,972	\$ 4,536,100	\$ 7,541,455	\$ 4,250,815	\$ 2,199,300

\$ -	\$ 15,000
\$ -	\$ 50,000
\$ 413,372	\$ 580,000
\$ -	\$ 250,000
\$ 100,000	\$ 50,000
\$ 100,000	\$ 50,000
\$ 5,851,582	\$ 13,594,881
\$ 1,860,960	\$ 1,860,960
\$ 1,080,000	\$ 1,080,000
\$ 10,000	\$ 25,000
\$ -	\$ 10,000
\$ 2,950,960	\$ 2,975,960
\$ 1,000,000	\$ -
\$ 250,000	\$ -
\$ 1,000,000	\$ -
\$ 125,000	\$ -
\$ 250,000	\$ -
\$ 2,625,000	\$ -
\$ -	\$ -
\$ 9,995,960	\$ 7,761,960
\$ 200,000	\$ 200,000
\$ 6,164,882	\$ 14,615,881
\$ 8,643,800	\$ 8,643,800
\$ 25,004,642	\$ 31,221,641
\$ 25,104,642	\$ 31,021,641

*Town of Discovery Bay Community Services District
Contra Costa County, California
Lighting and Landscape*



The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. The landscape areas in Discovery Bay are broken down into five landscape zones. Two of those zones are owned by the Town of Discovery Bay CSD, with the remaining three owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8/ Community Center:

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

The Discovery Bay Recreation and Community Center was established to provide community based and age appropriate recreational programming. These activities will be the byproduct of the purchase of the Discovery Bay Community Center in FY 2012/13. Recreational activities take place throughout town; and the Community Center is the central location for those activities

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood):

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35:

Zone 35 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4, and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57:

Zone 57 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61:

Zone 61 is owned by Contra Costa County; but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive and Slifer Drive. Slifer Park is also included in this zone.

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting and Landscape Zone 8/ Community Center
 Revenue, Expenditure and Capital Improvement
 Budget**



L&L 8/Community Center Revenue	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Assessed Income	\$462,000	\$490,889	\$478,000	\$478,000
Grant	\$400,000	\$400,000*	\$65,000	
Landscape Related Reimbursable		\$14,725	\$6,000	\$6,000
Reimbursements		\$4,752	\$50,000	
Payroll Reimbursable			\$8,206	\$8,206
Other		\$75,683		
Gifts & Contributions		\$1,000		
Program Fees		\$34,234	\$25,000	\$25,000
Events		\$8,400	\$3,000	\$3,000
Swim Team		\$34,263	\$32,000	\$32,000
Rentals		\$5,511	\$5,000	\$5,000
Rental Deposits		\$225		
Apparel		\$556		
Food		\$524	\$500	\$500
Beverage		\$427	\$500	\$500
Pool Fee	\$32,000 * Pool/Use fee	\$8,808	\$7,500	\$7,500
Advertising			\$4,500	\$4,500
Total Revenue	\$894,000	\$1,079,997	\$685,206	\$570,206

*.move to reserves

Zone 8 & Community Center Reserves	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Reserve Bal.	\$229,712	\$737,317		
Reserves	\$400,000		\$517,538	\$468,138
Reserve Draw		\$219,779	\$49,400	
Total Reserves	\$629,712	\$517,538	\$468,138	\$468,138

Zone 8 & Community Center	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Personnel	\$119,000	\$115,887	\$273,084	\$283,084
Operation & Maintenance	\$747,240	\$783,909	\$461,522	\$333,522
Total	\$866,240	\$899,796	\$734,606	\$616,606

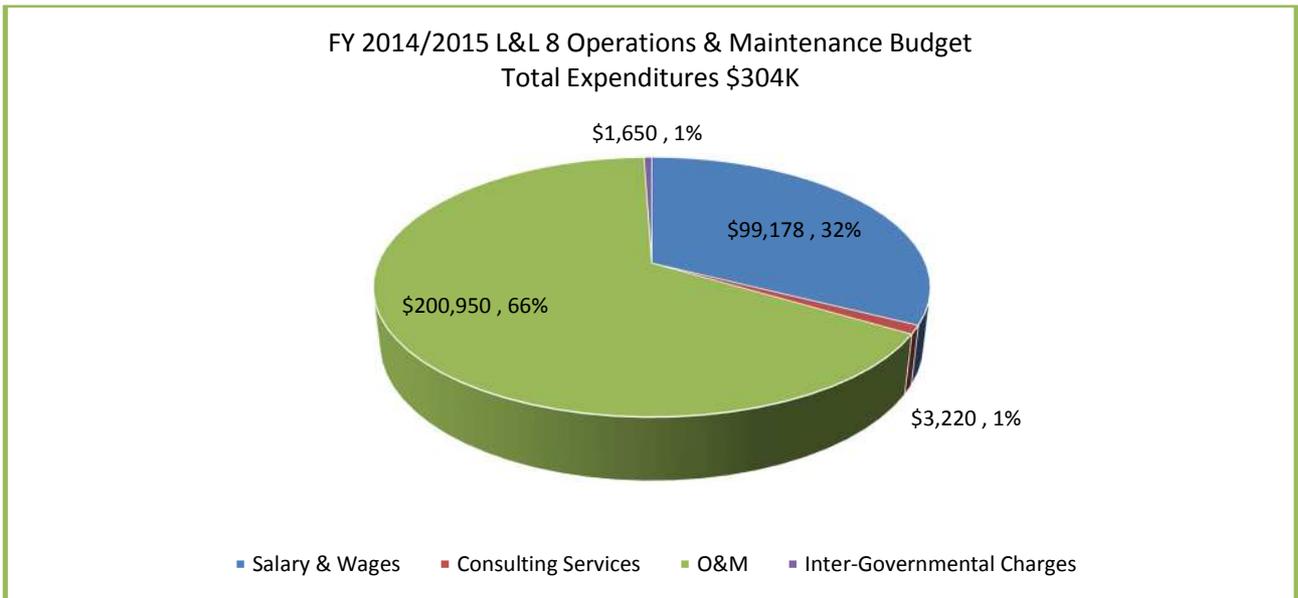
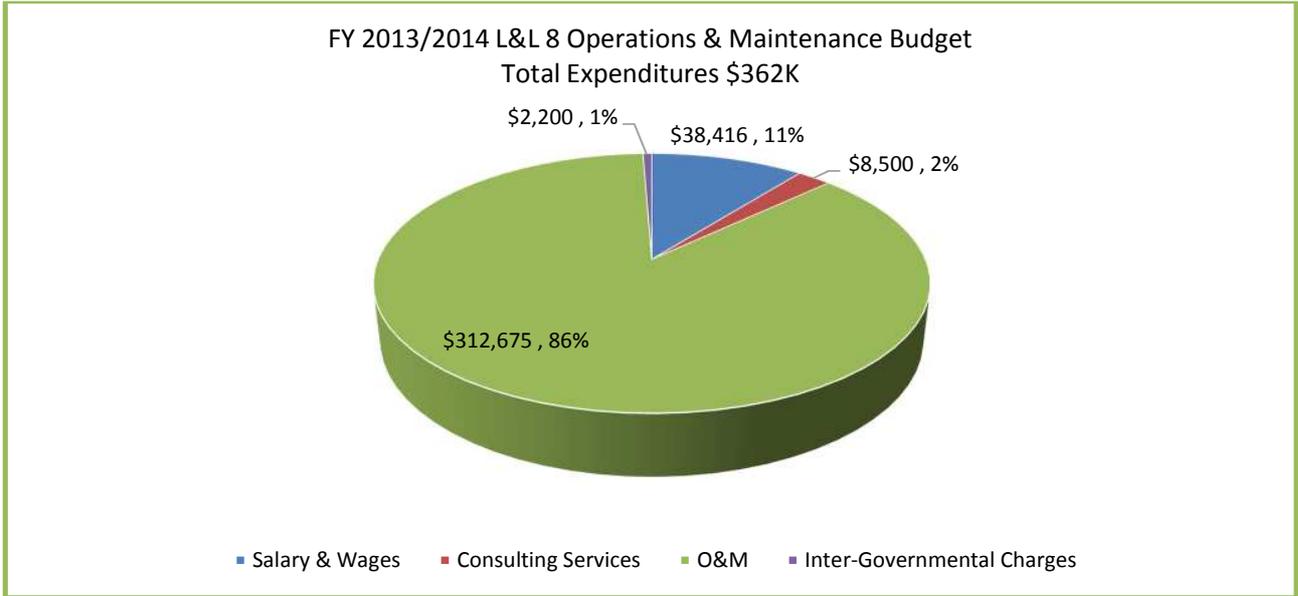
L&L 8 Expenditures	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$38,416	\$41,068	\$89,259	\$94,259
Employer Taxes		\$4,560	\$9,917	\$9,917
Group Insurance		\$10,089		
Worker's Comp		\$6,421		
Temp Employees		\$4,191		
Consulting				
Consulting Services	\$3,500	\$3,845		
Legal	\$500	\$121	\$1,000	\$1,000
Audit	\$2,215	\$4,430	\$2,220	\$2,220
Operations & Maintenance				
Travel	\$1,000	\$1,652	\$1,000	\$1,000
Training	\$1,500	\$521	\$1,500	\$1,500
Subscriptions	\$200	\$190	\$200	\$200
Memberships	\$525	\$330	\$525	\$525
PR, Advertising & Elections	\$300		\$50	\$50
Telecommunications	\$2,325	\$3,762	\$3,325	\$3,325
Materials	\$500	\$196	\$2,000	\$2,000
Automotive Fuel, Supplies & Repairs	\$4,500	\$4,508	\$5,000	\$5,000
Repairs & Maintenance	\$3,850	\$5,638	\$4,950	\$4,950
Office Supplies	\$4,800	\$2,223	\$2,450	\$2,450
Rent & Facility Exp	\$161,750	\$134,317	\$55,000	\$55,000
Insurance		\$3,309	\$1,700	\$1,700
Permits & Fees		\$597		
Utilities	\$120,675	\$120,369	\$118,500	\$118,500
Chemicals				
Freight				
Other	\$10,750	\$8,966	\$4,750	\$4,750
Inter-Governmental Charges				
Inter-Governmental Charges	\$2,200	\$60,456	\$1,650	\$1,650
Total Expenditures	\$361,791	\$421,759	\$304,997	\$309,997

L&L 8 Capital Improvement	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Equipment	\$5,500	\$2,058	\$2,500	\$2,500
Buildings & Improvements		\$1,612		
Parks	\$74,767	\$69,527	\$14,500	
Streetscapes	\$80,394	\$15,025	\$2,500	\$2,500
Total Revenue	\$160,661	\$88,222	\$19,500	\$5,000

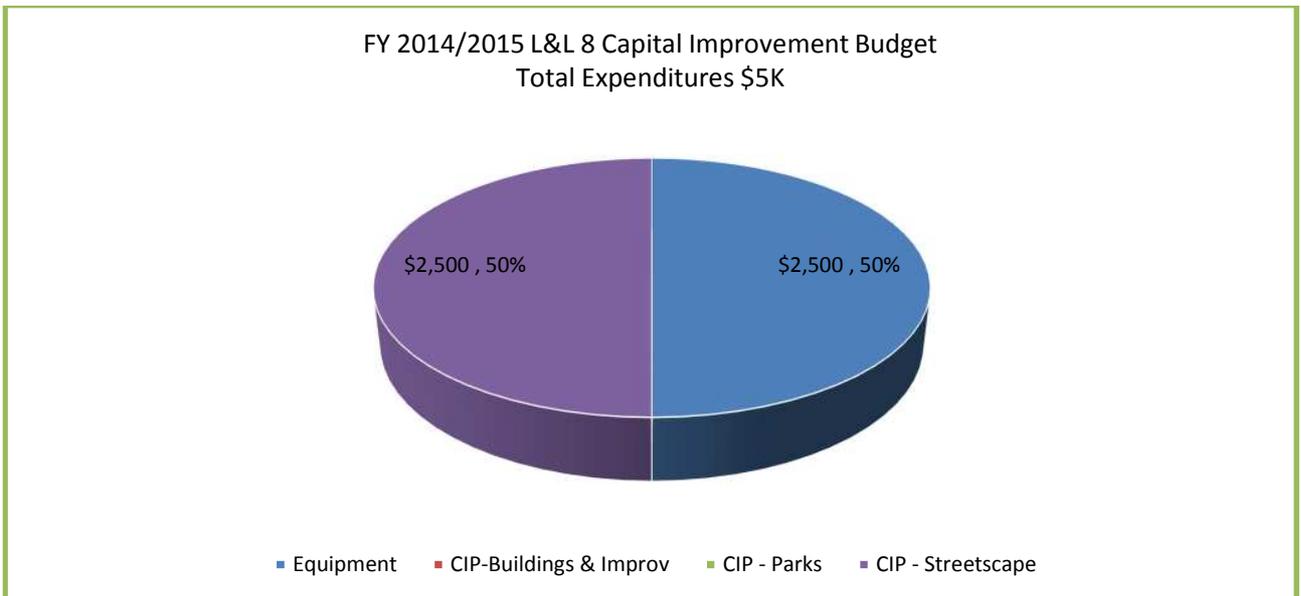
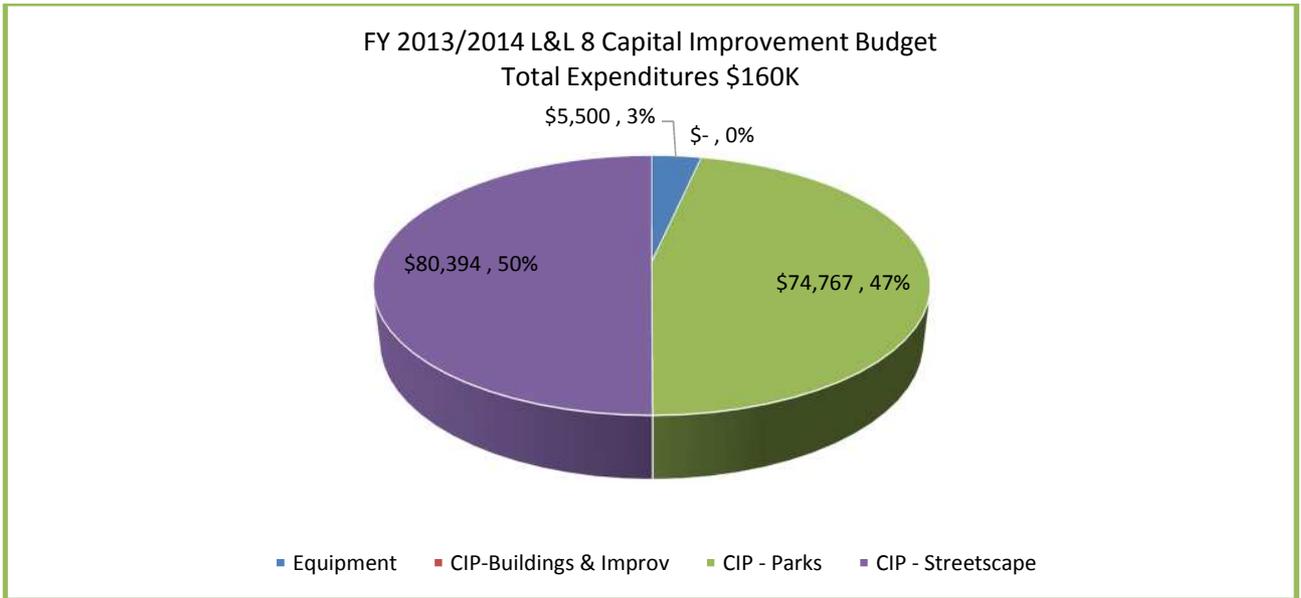
Community Center Expenditures	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$81,241	\$63,233	\$156,518	\$161,518
Employer Taxes		\$7,026	\$17,390	\$17,390
Group Insurance		\$3,360		
Temp Employees	\$25,352	\$8,326		
Consulting				
Consulting Services	\$13,600	\$10,850		
Legal		\$2,207	\$1,500	\$1,500
Audit				
Operations & Maintenance				
Travel		\$683	\$700	\$700
Training	\$1,550	\$2,465	\$1,500	\$1,500
Subscriptions	\$265	\$269	\$300	\$300
Memberships				
Events		\$10,565		
PR, Advertising & Elections	\$5,000	\$5,772	\$9,000	\$9,000
Telecommunications	\$2,335	\$4,467	\$3,700	\$3,700
Materials				
Automotive Fuel, Supplies & Repairs	\$750	\$880	\$100	\$100
Repairs & Maintenance		\$17,706	\$11,900	\$11,900
Office Supplies	\$1,900	\$3,882	\$3,000	\$4,500
Rent & Facility Exp	\$21,870	\$12,181	\$9,000	\$9,000
Insurance	\$3,500	\$5,057	\$4,500	\$4,500
Permits & Fees	\$1,300	\$2,353	\$2,000	\$2,000
Utilities	\$30,500	\$27,985	\$35,000	\$35,000
Chemicals	\$3,000	\$5,360	\$3,000	\$3,000
Freight	\$100			
Other	\$2,200	\$50,630	\$6,800	\$6,800
Community Center Exp	\$12,000		\$29,200	\$29,200
Inter-Governmental Charges				
Inter-Governmental Charges				
Total Expenditures	\$206,463	\$245,260	\$295,109	\$301,609

Community Center Capital Improvement	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Building & Improvements	\$137,325	\$144,525	\$115,000	N/A
Total CIP	\$137,325	\$144,525	\$115,000	N/A
Total Zone 8 Budget	\$866,240	\$899,796	\$734,606	\$616,606

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting & Landscaping Zone 8 Operations &
 Maintenance Budget**



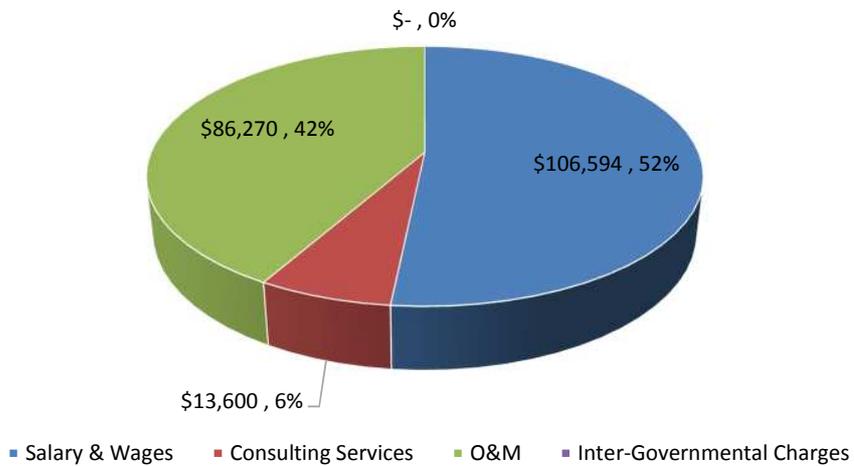
**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting & Landscaping Zone 8 Capital Improvement
 Budget**



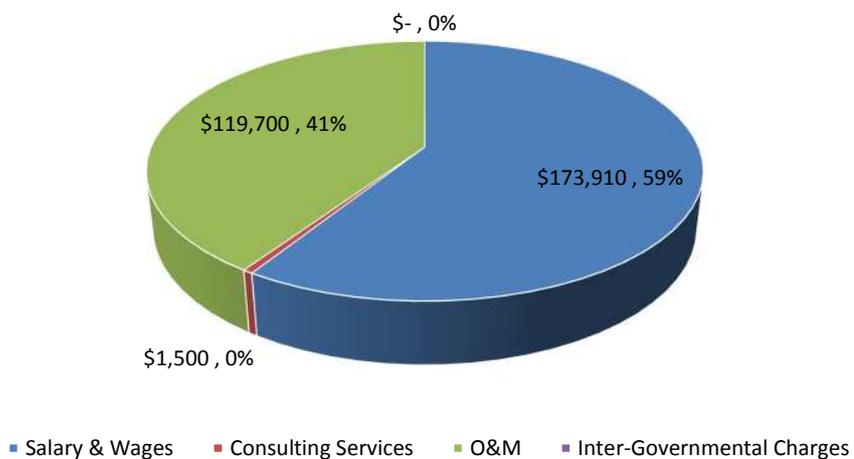
**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Community Center Zone 8 Operation & Maintenance
 Budget**



FY 2013/2014 Community Center Operations & Maintenance Budget
 Total Expenditures \$206K



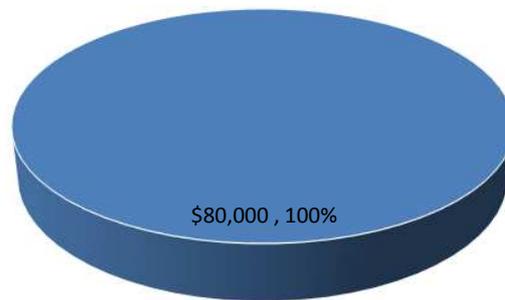
FY 2014/2015 Community Center Operations & Maintenance Budget
 Total Expenditures \$295K



**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Community Center Zone 8 Capital Improvement
 Budget**

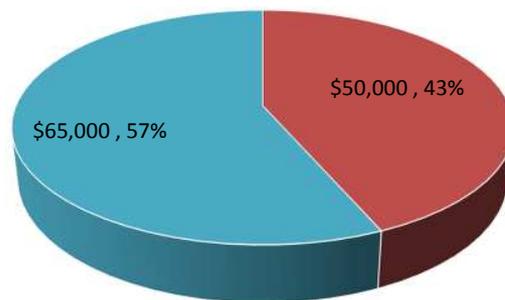


FY 2013/2014 Community Center Capital Improvement Budget
 Total Expenditures \$80K



- Building & Improv
- CIP Swimming Pool
- CIP Security Cameras
- CIP Community Center Sign
- Tennis Courts

FY 2014/2015 Community Center Capital Improvement Budget
 Total Expenditures \$115K

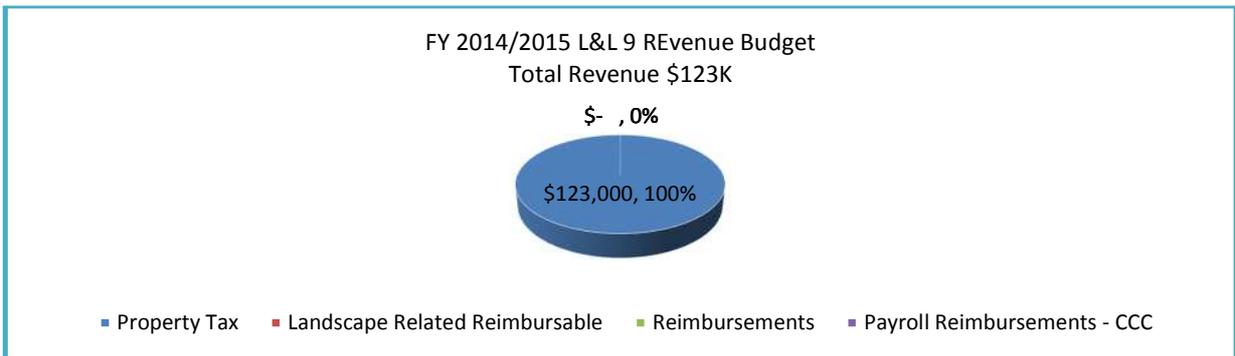
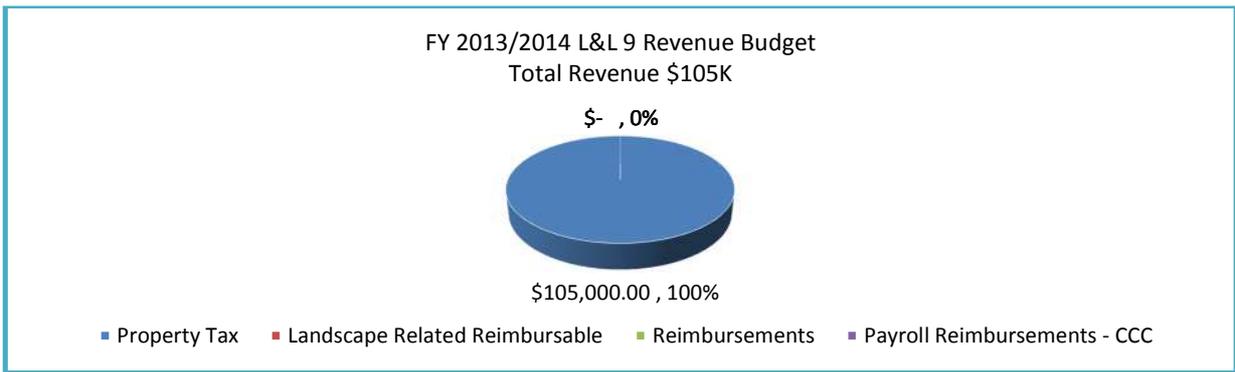


- Building & Improv
- CIP Swimming Pool
- CIP Security Cameras
- CIP Community Center Sign
- Tennis Courts

**Town of Discovery Bay Community Services District
 Contra Costa County, California
 Lighting & Landscape Zone 9 Revenue, Expenditure
 and Capital Improvement Budget**



L&L 9 Revenue	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Assessed Income	\$105,000	\$116,212	\$114,000	\$114,000
Landscape Related Reimbursements		\$6,866		
Reimbursements			\$4,000	\$4,000
Payroll reimbursements			\$5,000	\$5,000
Reserves		\$29,121		
Total Revenue	\$105,000	\$152,199	\$123,000	\$123,000



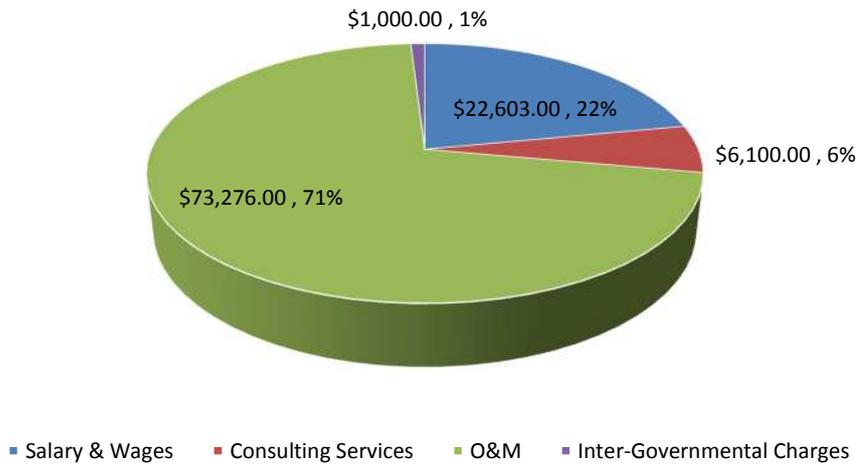
Zone 9 Reserves	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Reserve Bal.	\$141,121	\$141,121	\$112,000	\$116,512
Reserves			\$4,512	\$1,043
Reserve Draw		\$29,121		
Total Reserves	\$141,121	\$112,000	\$116,512	\$117,555

L&L 9 Expenditures	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Salary & Wages				
Salary & Wages	\$22,603	\$31,908	\$33,424	\$48,279
Employer Taxes			\$3,713	\$4,827
Group Insurance		\$9,614		
Temp Employees		\$4,828		
Consulting				
Consulting Services	\$4,100	\$1,665	\$4,100	\$4,100
Legal	\$2,000		\$1,000	\$1,000
Audit		\$4,430	\$2,200	\$2,220
Operations & Maintenance				
Travel	\$250	\$896	\$500	\$500
Training	\$250	\$289	\$300	\$300
Subscriptions	\$100	\$160	\$200	\$200
Memberships	\$200	\$240	\$240	\$240
PR, Advertising & Elections	\$350	\$60	\$60	\$60
Telecommunications	\$1,950	\$3,432	\$2,450	\$2,450
Materials	\$200		\$1,700	\$1,700
Automotive Fuel, Supplies & Repairs	\$1,250	\$4,232	\$3,250	\$3,250
Repairs & Maintenance	\$1,100	\$3,270	\$3,200	\$3,200
Office Supplies	\$1,650	\$1,787	\$1,550	\$1,550
Rent & Facility Exp	\$48,726	\$50,054	\$28,350	\$15,850
Insurance		\$2,273	\$1,200	\$1,200
Permits & Fees				
Utilities	\$16,450	\$16,376	\$21,450	\$21,450
Chemicals				
Freight				
Other	\$800	\$1,514	\$1,000	\$1,000
Inter-Governmental Charges				
Inter-Governmental Charges	\$1,000	\$5,147	\$1,600	\$1,600
Total Expenditures	\$102,979	\$148,597	\$111,488	\$114,957

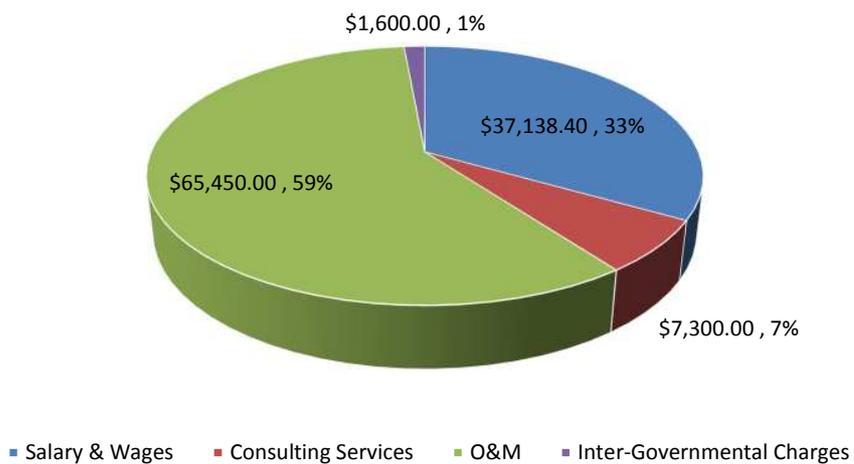
L&L 9 Capital Improvement	FY 13/14 Budget	FY 13/14 Actual	FY 14/15 Budget	FY 15/16 Budget
Equipment	\$500	\$87	\$500	\$500
Parks	\$6,500	\$3,515	\$6,500	\$6,500
CIP Total	\$7,000	\$3,602	\$7,000	\$7,000



FY 2013/2014 L&L 9 Operations & Maintenance Budget
 Total Expenditures \$102K

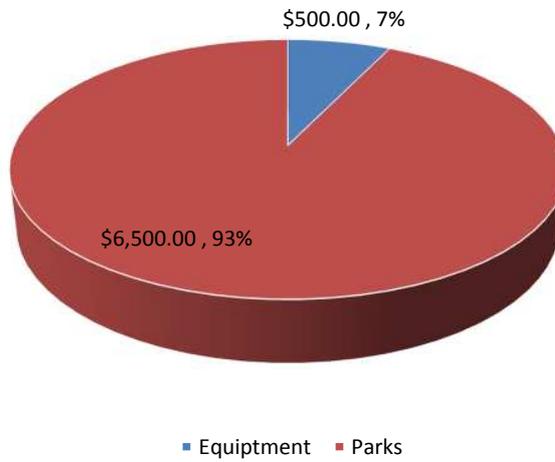


FY 2014/2015 L&L 9 Operations & Maintenance Budget
 Total Expenditures \$111K





FY 2013/2014 Capital Improvement Budget
Total Expenditures \$7K



FY 2014/2015 Capital Improvement Budget
Total Expenditures \$7K





Appendix A

❖ Salary Range Tables

*Town of Discovery Bay Community Services District
 Contra Costa County, California
 Salary Range Tables*



TOWN OF DISCOVERY BAY CSD								
Salary Range Table								
Effective July 1, 2011								
Range #	Minimum Pay Rate				Maximum Pay Rate			
	Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
101	8.00	693	1,387	16,640	10.00	867	1,733	20,800
102	8.20	711	1,421	17,056	10.25	888	1,777	21,320
103	8.41	728	1,457	17,482	10.51	911	1,821	21,853
104	8.62	747	1,493	17,919	10.77	933	1,867	22,399
105	8.83	765	1,531	18,367	11.04	957	1,913	22,959
106	9.05	784	1,569	18,827	11.31	981	1,961	23,533
107	9.28	804	1,608	19,297	11.60	1,005	2,010	24,122
108	9.51	824	1,648	19,780	11.89	1,030	2,060	24,725
109	9.75	845	1,690	20,274	12.18	1,056	2,112	25,343
110	9.99	866	1,732	20,781	12.49	1,082	2,165	25,976
111	10.24	888	1,775	21,301	12.80	1,109	2,219	26,626
112	10.50	910	1,819	21,833	13.12	1,137	2,274	27,291
113	10.76	932	1,865	22,379	13.45	1,166	2,331	27,974
114	11.03	956	1,912	22,938	13.79	1,195	2,389	28,673
115	11.30	980	1,959	23,512	14.13	1,225	2,449	29,390
116	11.59	1,004	2,008	24,100	14.48	1,255	2,510	30,125
117	11.88	1,029	2,059	24,702	14.85	1,287	2,573	30,878
118	12.17	1,055	2,110	25,320	15.22	1,319	2,637	31,650
119	12.48	1,081	2,163	25,953	15.60	1,352	2,703	32,441
120	12.79	1,108	2,217	26,602	15.99	1,385	2,771	33,252
121	13.11	1,136	2,272	27,267	16.39	1,420	2,840	34,083
122	13.44	1,165	2,329	27,948	16.80	1,456	2,911	34,935
123	13.77	1,194	2,387	28,647	17.22	1,492	2,984	35,809
124	14.12	1,223	2,447	29,363	17.65	1,529	3,059	36,704
125	14.47	1,254	2,508	30,097	18.09	1,568	3,135	37,621
126	14.83	1,285	2,571	30,850	18.54	1,607	3,214	38,562
127	15.20	1,318	2,635	31,621	19.00	1,647	3,294	39,526
128	15.58	1,350	2,701	32,411	19.48	1,688	3,376	40,514
129	15.97	1,384	2,768	33,222	19.96	1,730	3,461	41,527
130	16.37	1,419	2,838	34,052	20.46	1,774	3,547	42,565
131	16.78	1,454	2,909	34,904	20.98	1,818	3,636	43,629
132	17.20	1,491	2,981	35,776	21.50	1,863	3,727	44,720

133	17.63	1,528	3,056	36,671	22.04	1,910	3,820	45,838
134	18.07	1,566	3,132	37,587	22.59	1,958	3,915	46,984
135	18.52	1,605	3,211	38,527	23.15	2,007	4,013	48,159
136	18.99	1,645	3,291	39,490	23.73	2,057	4,114	49,363
137	19.46	1,687	3,373	40,477	24.33	2,108	4,216	50,597
138	19.95	1,729	3,457	41,489	24.93	2,161	4,322	51,862
139	20.45	1,772	3,544	42,527	25.56	2,215	4,430	53,158
140	20.96	1,816	3,632	43,590	26.20	2,270	4,541	54,487
141	21.48	1,862	3,723	44,679	26.85	2,327	4,654	55,849
142	22.02	1,908	3,816	45,796	27.52	2,385	4,770	57,246
143	22.57	1,956	3,912	46,941	28.21	2,445	4,890	58,677
144	23.13	2,005	4,010	48,115	28.92	2,506	5,012	60,144
145	23.71	2,055	4,110	49,318	29.64	2,569	5,137	61,647
146	24.30	2,106	4,213	50,551	30.38	2,633	5,266	63,188
147	24.91	2,159	4,318	51,814	31.14	2,699	5,397	64,768
148	25.53	2,213	4,426	53,110	31.92	2,766	5,532	66,387
149	26.17	2,268	4,536	54,438	32.71	2,835	5,671	68,047
150	26.83	2,325	4,650	55,799	33.53	2,906	5,812	69,748

Management Salary Range Table

Range #	Minimum Pay Rate				Maximum Pay Rate			
	Hourly	Bimonthly	Monthly	Annual	Hourly	Bimonthly	Monthly	Annual
501	20.00	1,733	3,467	41,600	27.00	2,340	4,680	56,160
502	20.50	1,777	3,553	42,640	27.68	2,399	4,797	57,564
503	21.01	1,821	3,642	43,706	28.37	2,458	4,917	59,003
504	21.54	1,867	3,733	44,799	29.08	2,520	5,040	60,478
505	22.08	1,913	3,827	45,919	29.80	2,583	5,166	61,990
506	22.63	1,961	3,922	47,067	30.55	2,647	5,295	63,540
507	23.19	2,010	4,020	48,243	31.31	2,714	5,427	65,128
508	23.77	2,060	4,121	49,449	32.09	2,782	5,563	66,757
509	24.37	2,112	4,224	50,686	32.90	2,851	5,702	68,426
510	24.98	2,165	4,329	51,953	33.72	2,922	5,845	70,136
511	25.60	2,219	4,438	53,252	34.56	2,995	5,991	71,890
512	26.24	2,274	4,549	54,583	35.43	3,070	6,141	73,687
513	26.90	2,331	4,662	55,947	36.31	3,147	6,294	75,529
514	27.57	2,389	4,779	57,346	37.22	3,226	6,451	77,417
515	28.26	2,449	4,898	58,780	38.15	3,306	6,613	79,353
516	28.97	2,510	5,021	60,249	39.10	3,389	6,778	81,336
517	29.69	2,573	5,146	61,755	40.08	3,474	6,947	83,370
518	30.43	2,637	5,275	63,299	41.08	3,561	7,121	85,454
519	31.19	2,703	5,407	64,882	42.11	3,650	7,299	87,590
520	31.97	2,771	5,542	66,504	43.16	3,741	7,482	89,780
521	32.77	2,840	5,681	68,166	44.24	3,834	7,669	92,025
522	33.59	2,911	5,823	69,871	45.35	3,930	7,860	94,325
523	34.43	2,984	5,968	71,617	46.48	4,028	8,057	96,683
524	35.29	3,059	6,117	73,408	47.64	4,129	8,258	99,101

525	36.17	3,135	6,270	75,243	48.84	4,232	8,465	101,578
526	37.08	3,214	6,427	77,124	50.06	4,338	8,676	104,118
527	38.01	3,294	6,588	79,052	51.31	4,447	8,893	106,720
528	38.96	3,376	6,752	81,028	52.59	4,558	9,116	109,388
529	39.93	3,461	6,921	83,054	53.91	4,672	9,344	112,123
530	40.93	3,547	7,094	85,131	55.25	4,789	9,577	114,926
531	41.95	3,636	7,272	87,259	56.63	4,908	9,817	117,799
532	43.00	3,727	7,453	89,440	58.05	5,031	10,062	120,744
533	44.08	3,820	7,640	91,676	59.50	5,157	10,314	123,763
534	45.18	3,915	7,831	93,968	60.99	5,286	10,571	126,857
535	46.31	4,013	8,026	96,317	62.51	5,418	10,836	130,028
536	47.46	4,114	8,227	98,725	64.08	5,553	11,107	133,279
537	48.65	4,216	8,433	101,193	65.68	5,692	11,384	136,611
538	49.87	4,322	8,644	103,723	67.32	5,834	11,669	140,026
539	51.11	4,430	8,860	106,316	69.00	5,980	11,961	143,527
540	52.39	4,541	9,081	108,974	70.73	6,130	12,260	147,115
541	53.70	4,654	9,308	111,699	72.50	6,283	12,566	150,793





Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

October 15, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Community Center Expense Report

Recommended Action

Receive and File

Executive Summary

The attached spreadsheet identifies Community Center expenses versus budget for the first quarter of FY 2014-15. Staff will present the findings at the Regular Board meeting on October 15, 2014. Additional Information will be presented at the Board Meeting.

Fiscal Impact:

Amount Requested: N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

Community Center Revenue v. Expenditures July- September 2014

AGENDA ITEM: H-2

Community Center Revenue v. Expenditures July- September 2014

	Budget		July 2014-Sept 2014		BvA
40-31-6075 Rental Deposits	\$ -	\$	100.00	\$	100.00
40-31-6690 Swim Team	\$ (32,000.00)	\$	-	\$	32,000.00
40-31-6695 Rentals	\$ (5,000.00)	\$	(3,261.05)	\$	1,738.95
40-31-6996 Community Center Apparel	\$ (100.00)	\$	(85.00)	\$	15.00
40-31-6997 Community Center Food	\$ (500.00)	\$	(740.00)	\$	(240.00)
40-31-6998 Community Center Beverage	\$ (500.00)	\$	(371.50)	\$	128.50
40-31-6999 Community Center Pool Fee	\$ (7,500.00)	\$	(4,711.50)	\$	2,788.50
40-31-5149 Community Center Program Fees	\$ (25,000.00)	\$	(3,900.00)	\$	21,100.00
40-31-5148 Advertising Revenue	\$ (4,500.00)	\$	-	\$	4,500.00
40-31-5152 Facility Rentals	\$ -	\$	-	\$	-
40-31-5150 Community Center Events	\$ (3,000.00)	\$	(28.00)	\$	2,972.00
40-31-5163 TODB Sponsored Events	\$ -	\$	-	\$	-
40-31-6050 Gifts & Contributions	\$ -	\$	-	\$	-
Total Revenue	\$ (78,100.00)	\$	(12,997.05)	\$	65,102.95
40-41-8000 Salary & Wages	\$ 156,518.68	\$	29,805.75	\$	(126,712.93)
40-41-8001 Overtime	\$ -	\$	-	\$	-
40-41-8003 ER Taxes	\$ 17,390.96	\$	3,250.07	\$	(14,140.89)
40-41-8150 Temporary Employees	\$ -	\$	-	\$	-
40-41-8182 Travel & Meetings	\$ 700.00	\$	-	\$	(700.00)
40-41-8197 Train, Meet & Education	\$ 1,500.00	\$	225.00	\$	(1,275.00)
40-41-8210 Dues & Subscriptions	\$ 300.00	\$	-	\$	(300.00)
40-41-8256 Events	\$ -	\$	138.86	\$	138.86
40-41-8271 Consulting Services	\$ -	\$	-	\$	-
40-41-8273 Professional Fees	\$ -	\$	-	\$	-
40-41-8286 Legal - General	\$ 1,500.00	\$	760.50	\$	(739.50)
40-41-8301 Annual Audit Services	\$ -	\$	-	\$	-
40-41-8317 Advertising	\$ 9,000.00	\$	2,398.12	\$	(6,601.88)
40-41-8319 Internet Website	\$ -	\$	-	\$	-
40-41-8361 Telephone - general	\$ 2,000.00	\$	435.69	\$	(1,564.31)
40-41-8362 Telecom - networking	\$ 500.00	\$	160.64	\$	(339.36)
40-41-8363 Telephone - cellular	\$ 1,200.00	\$	51.84	\$	(1,148.16)
40-41-8392 Vehicle & Equipment - Fuel	\$ 100.00	\$	60.34	\$	(39.66)
40-41-8393 Vehicle & Equipment Sup & Rep	\$ -	\$	-	\$	-
40-41-8406 General Repairs	\$ 7,000.00	\$	111.36	\$	(6,888.64)
40-41-8408 Special Equipment	\$ 100.00	\$	-	\$	(100.00)
40-41-8409 Info System - Maintenance	\$ 1,000.00	\$	1,663.37	\$	663.37
40-41-8410 Equipment Maintenance	\$ 800.00	\$	-	\$	(800.00)
40-41-8411 Software Hosting	\$ -	\$	310.96	\$	310.96
40-41-8412 Computer Equipment & Supplies	\$ -	\$	-	\$	-
40-41-8413 Computer Equipment & Supplies	\$ -	\$	-	\$	-
40-41-8414 Equipment Repair	\$ -	\$	-	\$	-
40-41-8415 Computer Software	\$ 3,000.00	\$	410.94	\$	(2,589.06)
40-41-8416 Expensed Equipment	\$ -	\$	-	\$	-
40-41-8421 Cleaning Supplies (household i	\$ -	\$	-	\$	-
40-41-8422 Minor Equipment (furniture <\$1	\$ -	\$	-	\$	-
40-41-8423 Office Furniture	\$ -	\$	-	\$	-
40-41-8424 Postage	\$ 1,500.00	\$	-	\$	(1,500.00)
40-41-8425 Office Supplies	\$ 1,500.00	\$	157.17	\$	(1,342.83)
40-41-8438 Rent & Facility Expense	\$ -	\$	-	\$	-
40-41-8439 Equipment Rental/Leasing	\$ 1,000.00	\$	-	\$	(1,000.00)
40-41-8440 Facility Maintenance - Landsca	\$ 3,000.00	\$	713.34	\$	(2,286.66)
40-41-8441 Building Maintenance	\$ 5,000.00	\$	3,822.96	\$	(1,177.04)
40-41-8451 Insurance - Liability	\$ 3,500.00	\$	-	\$	(3,500.00)
40-41-8452 Insurance - Other	\$ -	\$	-	\$	-
40-41-8453 Insurance - Property	\$ 1,000.00	\$	-	\$	(1,000.00)
40-41-8454 Insurance - Umbrella	\$ -	\$	-	\$	-
40-41-8466 Permits & Fees	\$ 2,000.00	\$	-	\$	(2,000.00)
40-41-8467 Special Expense	\$ -	\$	-	\$	-
40-41-8469 Personal Protective Equipment	\$ 500.00	\$	-	\$	(500.00)
40-41-8481 Utilities/Electrical Cost	\$ 20,000.00	\$	5,627.28	\$	(14,372.72)
40-41-8482 Utilities/Water Cost	\$ 12,000.00	\$	2,435.10	\$	(9,564.90)
40-41-8483 Utilities/Waste Cost	\$ 3,000.00	\$	865.94	\$	(2,134.06)
40-41-8495 Chemicals	\$ 3,000.00	\$	1,297.20	\$	(1,702.80)
40-41-8511 UPS/Courier	\$ -	\$	-	\$	-
40-41-8526 Miscellaneous Bank Charges	\$ 2,000.00	\$	-	\$	(2,000.00)
40-41-8527 Miscellaneous Services & Suppl	\$ 1,000.00	\$	215.30	\$	(784.70)
40-41-8528 Miscellaneous Reimbursable	\$ -	\$	-	\$	-
40-41-8529 Landscape Related Reimbursable	\$ -	\$	-	\$	-
40-41-8530 Unrecoverable Charges	\$ -	\$	-	\$	-
40-41-8532 Miscellaneous	\$ -	\$	-	\$	-
40-41-8533 Bad Debt	\$ -	\$	-	\$	-
40-41-8534 Special Expense	\$ 300.00	\$	46.64	\$	(253.36)
40-41-8535 Credit Memo	\$ 3,500.00	\$	1,169.50	\$	(2,330.50)
40-41-8538 Inspection & Fees	\$ -	\$	-	\$	-
40-41-8539 COGS - Community Center	\$ 200.00	\$	19.72	\$	(180.28)
40-41-8540 Swim Team Expenses	\$ 8,000.00	\$	6,425.73	\$	(1,574.27)
40-41-8541 Food Exp	\$ 400.00	\$	406.20	\$	6.20
40-41-8542 Beverage Exp	\$ 400.00	\$	297.64	\$	(102.36)
40-41-8543 Program Fees	\$ 20,000.00	\$	6,109.80	\$	(13,890.20)
40-41-8548 Inter-governmental Charges	\$ 200.00	\$	-	\$	(200.00)
Total Expenditures	\$ 295,609.64	\$	69,392.96	\$	(226,216.68)

MONTHLY OPERATIONS REPORT

September 2014

Town of Discovery Bay, CA

1585 Days of Safe Operations

82,351 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
Monthly Training consists of: West Region Safety Council Call Monthly Regional Safety Webinar	3.0
Operations	

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR) Monthly electronic State Monitoring Report (eSMR) Monthly Coliform Report, California Department of Public Health (CDPH)
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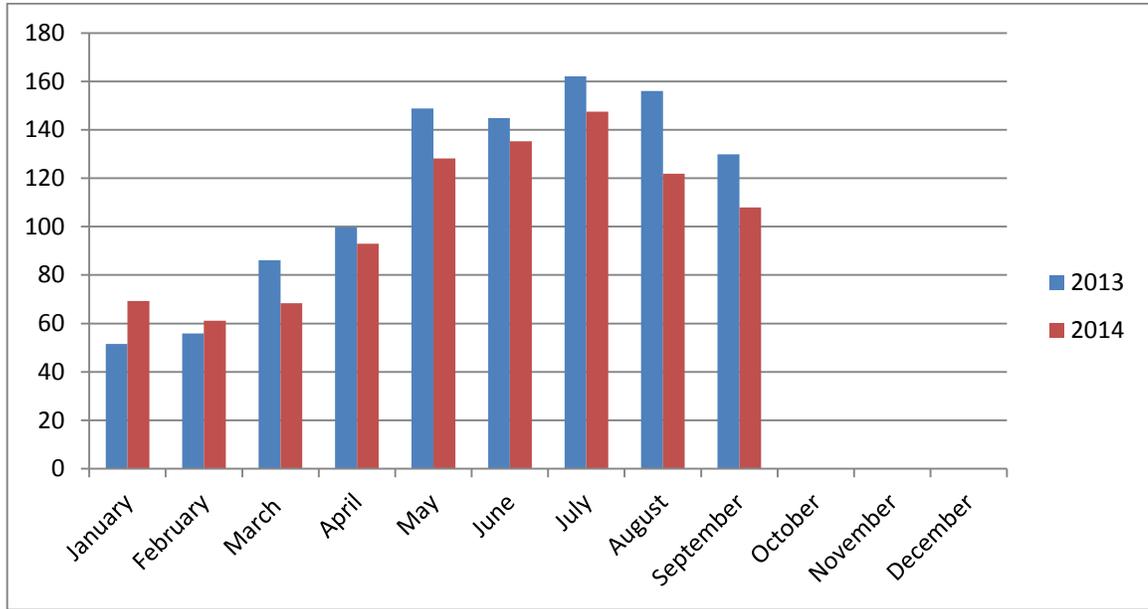
WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	107.9	3140	0

Note: Well 4 in lead and Well 5 in lag to offset specific conductivity

2014 Water Production Table (MG) by Month

January	February	March	April	May	June
69.3	61.1	68.3	92.98	128.2	135.2
July	August	September	October	November	December
147.5	121.9	107.9			



Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
20	0	0	0

WASTEWATER SERVICE

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>August Lab Data</i>	<i>September Lab Data</i>
Flow, MG Effluent, monthly total		38.1	35.7
Flow, MG Daily Influent Flow, avg.	N/A	1.23	1.19
Flow, MG Daily Discharge Flow, avg.	2.1	1.23	1.18
Effluent BOD ₅ , lbs/d, monthly avg.	350	28	31
Effluent TSS, lbs/d, monthly avg.	525	57	31
Effluent BOD ₅ , mg/L, monthly avg.	20	3	2
Effluent TSS, mg/L, monthly avg.	30	5	2
Total Coli form 7 day Median Max	23	1	0
Total Coli form Daily Maximum	240	4	12
% Removal BOD ₅ , monthly avg.	85% min.	98	99
% Removal, TSS, monthly avg.	85% min.	97	97
Electrical Conductivity, umhos/cm annual avg.	2100	2055(YTD)	2063(YTD)

Wastewater Laboratory Analysis

Blue – new parameter added

National Pollution Discharge Elimination System (NPDES)

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
0	N/A	0	N/A

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
14	0	0	0

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
15	0	39	0	35.7

COLLECTION:

- Flushing will start in Sept. with CCTV starting in Oct.
- Flushed **4700 ft.** of sanitary sewer lines, YTD **4700 ft.** **0%** completed
- CCTV **0 ft.** **0%** completed (Deadline is May 2015)
- Inspected **19** manhole & covers. 0 YTD
- Performed valve exercising
- Performed weekly lift station inspections.

MAINTENANCE:

Preventive and Corrective

Total # of WO's Completed	Total Hours
185	75.1

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
82	34

Call & Emergency Responses

Call Outs	Emergencies
9	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1389	49.75

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item J



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item K-1



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item L



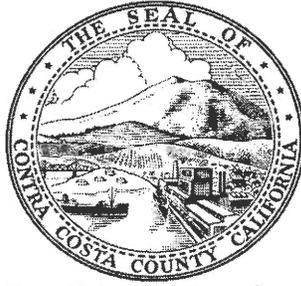
TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

No Back Up
Documentation
For Agenda Item M

**Discovery Bay
P-6 Zone Citizen
Advisory
Committee**



Office of Supervisor Mary N. Piepho
Contact: Karyn Cornell
181 Sand Creek Road, Suite L
Brentwood, CA 94513
925-240-7260

Respectfully submitted by: _____

DRAFT

The Discovery Bay P-6 Zone Citizen Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.

Record of Actions

Meeting start time: 7:30 p.m.

Wednesday, May 14, 2014

1.) Meeting called to order by Chair Kane at 7:30 p.m., with Councilmembers Earl and Steven absent.

2.) Public Comment: No public comment received.

3.) Review of Record of Actions of October 14, 2013 meeting: Committee member Zeigler made a motion to accept the Record of Actions as prepared. Second made by Committee member Mankin. Motion carried 3-0. AYES: Mankin, Kane, and Zeigler.

4.) Correspondence: (Key: R= Received S= Sent)

R- 5/5/14: Supervisor Piepho to Byron Union School District regarding School Resource Officer Grant Funding

5.) Old Business:

a. Discuss DB P-6 Zone CAC Budget: Lt. Beltran provided an updated budget overview for Fiscal Year 14/15 with the estimated cost for the Salary and Benefits for the Resident Deputies and the Crime Specialist as well as the estimated vehicle costs. Total projected budget of \$529,247. Discussion regarding added revenue from the build out of Village V in the Lakes Development as well as from the proposed Pantages and Newport Pointe projects. Question if there is level of reserves that are required for the account.

b. Discuss Byron Union School District School Resource Officer Funding: Lt Beltran provided an update from Sheriff Livingston that the Sheriff's Office can no longer commit funding for the School Resource Officer position at the Byron Union School District and that as the message has been from the beginning the School District will need to secure funding if the position is to continue.

6.) New Business:

a.) Monthly Activity Report (Lt. Beltran): Lt. Beltran discussed the calls for service and reports for April 2014. Lt. Beltran announced that he will be transferring into the Marine Patrol Division and introduced Lt. Hobbs who will be taking over Delta Station.

Other new Business: None.

7.) Future agenda items/Committee Member Comments:

a.) DB P-6 Zone Budget

9.) Adjourn: Meeting adjourned at 8:07p.m.

DRAFT

FINAL

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
July 10, 2014**



MEETING CALLED: Chair Mike Bruno called the meeting to order at 10:00 am at the Director of Airport's Office.

PRESENT: **Mike Bruno, Chair**, CCC Airports Business Association
DeWitt Hodge, Member at Large
Keith McMahon, City of Concord
Rudi Raab, District I
Ronald Reagan, District III
Russell Roe, District V
Tom Weber, Vice Chair, District IV

ABSENT: **Roger Bass**, District II
Derek Mims, City of Pleasant Hill
Janet Kaiser, Diablo Valley College
Ed Young, Secretary, At-Large 1

STAFF: Beth Lee, Assistant Director of Airports
Natalie Olesen, Airport Office Assistant

**OPENING COMMENTS
BY CHAIR:**

None

**PUBLIC COMMENT
PERIOD:**

Duane Allen commented that the discussion of aerobatics should be discussed at Buchanan Field since some of the pilots may be based here. Mike Bruno responded that the current issues with aerobatics are coming from the Brentwood area. The AAC wants members of those communities to be able to attend; the AAC is also trying to find an aerobatic pilot who would be willing to attend the meeting.

**APPROVAL OF
MINUTES:**

Moved by Rudi Raab; seconded by Keith McMahon. Approved unanimously with correction to spelling of Keith McMahon's name on page 4. Yes: Mike Bruno, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Roger Bass, Janet Kaiser, Derek Mims and Ed Young.

**APPROVAL OF
CONSENT ITEMS:**

Russ Roe asked to have Noise Statistics pulled from consent. **Moved by Tom Weber to approve all other consent items; seconded by DeWitt Hodge, approved unanimously. Yes: Mike Bruno, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Roger Bass, Janet Kaiser, Derek Mims and Ed Young.**

PRESENTATION/SPECIAL REPORTS – None

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent - Noise Statistics

Russ Roe commented that at a previous meeting it was noted that noise complaints are increasing with the increase of operations.

- It is important for pilots to remember to fly friendly as much as possible.
- Community friendly flight paths and Noise Abatement Program need to be discussed.

Item will be added to next agenda for discussion.

b. Byron General Plan Uses

Beth Lee reported this was a follow-up from the last meeting. A list of current, proposed Buchanan Field uses and Minimum Standards uses were reviewed.

- Goal is to make the uses comparable with those at Buchanan Field.
- Make uses more general (rather than tied to a type) and process to be more flexible.
- General Plan and zoning should be designed to be flexible to accommodate changes by the FAA that would cause the Minimum Standards to be updated.
- Uses to support and facilitate a Foreign Trade Zone were discussed and added.
- A memo will be sent to the Department of Conservation and Development that includes the additional items that were discussed; a copy of the memo will be provided at a future meeting.

Keith McMahon made a motion to approve all items discussed be added. Approved unanimously. Yes: Mike Bruno, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Roger Bass, Janet Kaiser, Derek Mims and Ed Young.

c. Economic Development Working Group Update

Beth Lee reported the first meeting will be held on Thursday, July 17 at 9:00 am.

- Working towards a more creative incentive program to encourage existing tenants to stay and attract new pilots/businesses to move to the Airports.
- The new program elements should be complete by the end of 2014.

d. AAC Tenant Recognition Program Nominations

- Ronald Reagan nominated the Patriot Jet Team Foundation for their education outreach.

- Tom Weber felt the nomination information for Reach was not a strong enough to be supported this year. He also suggested nominating both emergency response companies in the following year.

Moved by Rudi Raab to accept nomination of Patriot Jet Team; seconded by Tom Weber. Approved unanimously. Yes: Mike Bruno, DeWitt Hodge, Keith McMahon, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Roger Bass, Janet Kaiser, Derek Mims and Ed Young.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

None – next meeting tentatively scheduled for September 11, 2014 at 10:30 am.

b. What is happening at Buchanan Field & Byron Airports/Other Airports

Beth Lee reported that grant paperwork was being filed for the following:

- Buchanan Field - Taxiway Echo repair and maintenance
- Byron Airport – Pavement enhancements
- Airport staff is looking at other projects which will be discussed with the AAC at a future meeting.

Ronald Reagan reported the Patriot Jet Team Foundation is holding a fundraising auction and dinner.

c. Update from Airport Business Association

None

d. Airport Land Use Commission (ALUC) Update

Tom Weber reported the next meeting is scheduled for August

Beth Lee announced Russ Roe was appointed to the ALUC

e. AAC Announcements

- Next AAC Meeting - August 14, 2014
- No September meeting
- October Meeting will be held at Byron Airport

f. Airport Staff Announcements

None

FUTURE AGENDA ITEMS

- Byron General Plan Amendment and zoning code – Update
- Noise friendly traffic patterns and Noise Abatement Program
- Airport Projects

ADJOURNMENT: The meeting was adjourned by the Chair at 11:19 am.

STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County

JOINT EXERCISE OF POWERS AGENCY

July 17, 2014

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Chair Wade Harper at 6:59 P.M.

ROLL CALL

PRESENT: Kevin Romick (Oakley), Robert (Bob) Taylor (Brentwood), and Chair Wade Harper (Antioch)

ABSENT: Mary N. Piepho (Contra Costa County)

STAFF: Dale Dennis, Program Manager

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Romick, seconded by Director Taylor, the Authority adopted the Consent Items, as follows, by the following vote:

AYES: Romick, Taylor, Harper

NOES: None

ABSTAIN: None

ABSENT: Piepho

- A. APPROVED minutes of the June 12, 2014 meeting.
- B. ADOPTED Resolution No. 2014/03 determining that the Board will hear Resolutions of Necessity for the Balfour Road Interchange project in east Contra Costa County.

DETERMINATION ITEMS

- A. RECEIVE Status Report on Projects Associated with the Former SR4 Bypass

Program Manager Dale Dennis reported that the projects were moving forward on schedule, the new westbound lanes for Sand Creek Road were almost done and traffic should be switched over to the westbound lanes in September. The next step would be the two eastbound lanes which would be restriped, with final clean-up and completion by the end of November or early December.

BOARDMEMBER COMMENTS

There were no comments from Boardmembers.

CORRESPONDENCE

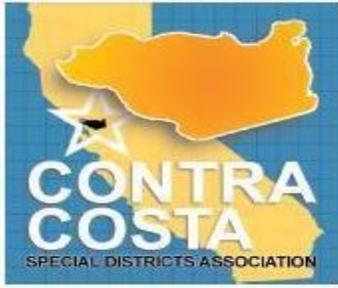
There was no correspondence.

ADJOURNMENT

Chair Harper adjourned the meeting of the State Route 4 Bypass Authority at 7:00 P.M. to the next meeting scheduled for Thursday, August 14, 2014.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk



Quarterly Meeting Minutes

7.21.2014	Meeting Time: 10:30 a.m.	Central Contra Costa Sanitary District Multi-Purpose Room 5019 Imhoff Place, Martinez, CA 94553
Meeting called by	Chair Bette Boatmun called meeting to order at 10:50 a.m. Agenda taken out of order	
Minutes	Suzette Crayton, Executive Assistant for CCCSD	
Attendees	Fifty-One (51) Attendees (Sign In Sheet Attached – some attendees that were present did not sign in)	

Welcome and Introductions

Each representative introduced themselves. Ironhouse Sanitary District reported that they received the Transparency Award.

Approval of April 21, 2014 Meeting Minutes

The minutes were approved

Guest Speaker: Lou Ann Texeira Contra Costa LAFCo Executive Director

Guest Speaker Lou Ann Texeira was introduced by John Burgh of the Contra Costa Water District. She provided a PowerPoint hand out and verbal gave a presentation on LAFCo and the services they provide, and also what LAFCo is currently working on. Some of the highlights were that Concord is now running the Mt. Diablo Health Care District and a new Independent Special District was located – Castle Rock County Water District (provides water to Walnut Creek Area), that LAFCo is currently in the process of preparing Municipal Service Reviews (available on their website), and review of the LAFCo budget process.

LAFCO Representative Report

Special District Commissioner Mike McGill provided the report. He covered the Municipal Service Reviews again, and stated that the next round of reviews in August will be on emergency, medical, fire, and healthcare Districts. He reported that the Northeast Annexation is almost done, and the hot topic right now is the Buchanan Bypass-James Donlon Extension.

Special Guest Speaker: Lisa Vorderbrueggen
Former Political Editor from the Contra Costa Times and currently
Executive Director for Governmental Affairs, Eastern Division at
Building Industry Association of the Bay Area

Igor Skaredoff of the Contra Costa Resource Conservation District introduced Special Guest Speaker Lisa Vorderbrueggen. She spoke about her advocacy work for residential home builders in regards to new development fees and what is fair. She monitored Contra Costa, Solano, and Alameda Counties. She highlighted some of the big election races coming up. She was asked to expound on new Lawrence Berkeley Lab to be built in Richmond and also about the development of the Concord Naval Weapon Station.

Committee Updates

Finance Committee	Copies of financials were provided. Sharyn Rossi reported that almost 100% of membership dues have been collected, and stated that associate members are welcome. She also informed members if they have questions or suggestions about the finances, to feel free to contact her.
Program Committee	No report.

Legislative Committee Report

Stan Caldwell of the Mt. View Sanitary District provided the report. Stated that July 3rd through August 3rd, state is in recess. He also reported that the state budget passed on time, and he highlighted a few bills that he thought may be of interest to the group.

East Bay Regional Park District – Park Advisory Committee Report

E.J. Shalaby of West County Wastewater District announced that an event that will take place at the Claremont Hotel in Berkeley on September 13th. He said to get more information, go to the East Bay Regional Parks District website.

California Special Districts Association Activities Update

Sherry Sterrett of Pleasant Hill Recreation & Park District reminded the group about the CSDA Annual Conference to be held in Palm Springs from September 29th through October 2nd. Stated that if you register before August 2nd, you will get a \$50 discount. Also reported that if you renew membership before July 31st, you will get 20% off the first year's dues. She stated that they will now be doing new Board Member Orientations at Board meetings; the new CSDA Newsletter will cover Contra Costa Chapter area, and mentioned the new Legislative Committee. Jim Costa was selected by the CSDA Board for the Bill Hollingsworth Award. She mentioned the CSDA blog and said if you would like to join, email Miryan Baros at miryanb@csda.net.

Other Local Government Official Updates

Sharyn Rossi, Contra Costa Mosquito Vector Control, provided a West Nile Virus update and stated that they are currently doing some fogging to try to help with the situation. One human case was reported but not serious. She advised members to report dead birds if they see them and to also go to the Contra Costa Mosquito Vector website or phone them to get more information and email updates.

Other Chapter Information/Business Items

Bette asked for volunteers to review dues structure and to present ideas on offerings for associate members. She also said there was a possibility that the volunteers would also discuss moving into the scholarship arena. She would like to have a few meetings on these items before the October 20th CCSDA Meeting. John Burgh and E.J. Shalaby volunteered, and Bette asked that if anyone else wanted to volunteer, to contact her.

Action Items	Person Responsible	Deadline
None		

Meeting was adjourned at 12:16 p.m. in the memory of Trustee/Chairman Primo Facchini of Lafayette-Alamo Cemetery District who passed away.

DRAFT

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
August 14, 2014**



MEETING CALLED: Chair Mike Bruno called the meeting to order at 10:03 am at the Director of Airport's Office.

PRESENT: **Roger Bass**, District II
Mike Bruno, Chair, CCC Airports Business Association
Keith McMahon, City of Concord
Rudi Raab, District I
Russell Roe, District V
Tom Weber, Vice Chair, District IV

ABSENT: **DeWitt Hodge**, Member at Large
Derek Mims, City of Pleasant Hill
Janet Kaiser, Diablo Valley College
Ed Young, Secretary, At-Large 1
Ronald Reagan, District III

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports

**OPENING COMMENTS
BY CHAIR:**

None

**PUBLIC COMMENT
PERIOD:**

None

**APPROVAL OF
MINUTES:**

Moved by Tom Weber; seconded by Rudi Raab. Approved unanimously. Yes: Roger Bass, Mike Bruno, Keith McMahon, Rudi Raab, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Janet Kaiser, DeWitt Hodge, Ronald Reagan, Derek Mims and Ed Young.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Tom Weber; seconded by Russ Roe. (Noise item was removed for discussion at this meeting.) Approved unanimously. Yes: Roger Bass, Mike Bruno, Keith McMahon, Rudi Raab, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Janet Kaiser, DeWitt Hodge, Ronald Reagan, Derek Mims and Ed Young.

PRESENTATION/SPECIAL REPORTS – None

DISCUSSION/ACTION ITEMS:

a. **Items Pulled from Consent**

None

b. **Airport Noise Report**

A member of the Aviation Advisory Committee (AAC) requested this matter be placed on the agenda to discuss an aircraft operation which he considered to be a noise issue and maybe unsafe. The member stated that the operation was not neighbor-friendly, safe and legal. There have not been any noise reports/complaints generated by the active pilot.

- It was questioned the jurisdiction the AAC has over the activity when no noise complaints were being generated.
 - If the tower authorizes the activity/approach then they do not have a concern.
 - Safety falls to the Federal Aviation Administration (FAA) and Flight Standards District Office (FSDO), and does not fall to this committee for action.
 - Safety always comes first and the arbitrator is FAA.
- There was concern that the pilot was violating the abatement ordinance and it was questioned why the FAA was not enforcing the ordinance.
 - Noise ordinance gives parameters and preferences to follow.
 - The pilot is extremely active and tower knows his path is a tighter pattern to help with noise abatement.
 - The pilot is abiding from a “spirit of ordinance” perspective.
 - The FAA would call Airport’s staff and FSDO staff if they had a safety concern.
 - Individuals can also call FSDO if they have a concern about safety.
 - Noise ordinance enforced by the County.
 - Ordinance contains some clear requirements and other items are recommendations.
 - First priority is to fly safely and second is to abide by noise ordinance recommendations.
 - From a pilot’s perspective, as long as the tower approves what you are asking they will let the pilot know they are not okay with it.
- The pilot in question is very respectful of the community. He has stated that if he generates a noise complaint he will adjust his pattern.
- There was agreement that safety is everyone’s issue but some disagreement as to whether what the pilot was operating in an unsafe manner.
- The consensus was that this was normal flight training.

The concerned committee member commented that he was still concerned with the safety aspect of the pilot’s flight operation and indicated that he may take the complaint/concern to FSDO.

- Keith Freitas expressed concern about making an airport environment of pilot confronting another pilot; safety concerns should be forwarded to FSDO as that is their jurisdiction.

c. Byron General Plan Land Uses

Distributed land use memo to committee from last AAC Meeting.

Updates:

- Department of Conservation and Development (DCD) staff retired but is back on a temporary, part time basis and will initiate the process (replacement personnel has not been identified as yet)
- Issue is on the upcoming Airport Committee agenda
- Per discussions with DCD staff yesterday; the list of the aviation and aviation-related activities is acceptable.

Item will be placed on next AAC agenda for further discussion.

d. Economic Development Working Group Update

- The first meeting was held and the next meeting is scheduled for next week.
- It has been an interesting process; good learning experience for all participants.
- Program details will be brought back to the AAC as they are developed.

Keith Freitas stated that the most interesting thing is there appears to be a lingering sentiment of Byron being developed so that Buchanan Field can be closed. This explains why it has been difficult to attract new development or investment.

e. Buchanan Airport Sign

Keith Freitas gave a brief update.

- Met with business entities at the beginning of the year and there was an interest in improving presence by putting up signage.
- An interest poll was performed on four sign concepts and the preference was the two designs provided by Arrow Sign Company.

f. Buchanan Field General Aviation Terminal

Keith Freitas reported all airport debt has been retired and the Airport is now looking forward to what larger improvements to the airfield and facilities should be made.

- One option would be a general aviation terminal building/flex space at Buchanan.
 - It could include the Airport Administration office; initial intent is flexible space not to compete with the Fixed Base Operators (FBO's), or other Airport businesses, but, rather, to complement their activities.
- Also looking at new hangar building complex at Byron; again with flexible space to allow for hangar tenant to FBO.

Item will be brought back at a future AAC meeting.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

None - next meeting is scheduled for September 11, 2014 at 10:30 am at the Byron Airport.

b. What is happening at Buchanan Field & Byron Airports/Other Airports

Pacific States Aviation is adding 30 student pilots at the end of the year which will bring them up to a total of 75 students.

c. Airport Land Use Commission (ALUC) Update

None – no meetings have been held.

d. AAC Announcements

- No September Meeting
- Tenant Recognition award will be presented at the October Meeting.
- October Meeting will be held at Byron Airport

e. Airport Staff Announcements

None

FUTURE AGENDA ITEMS

- Byron General Plan Amendment and zoning code
- Buchanan Field General Aviation Terminal

ADJOURNMENT: The meeting was adjourned by the Chair at 11:12 am.



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Board of Directors Regular Meeting

Monday September 8, 2014 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS

Greg Cooper
Robert Kenny
Jonathan Michaelson

Joel Bryant-President
Ronald Johansen-Vice President
Cheryl Morgan

Randy Pope
Stephen Smith
Joe Young

CALL TO ORDER: (6:34 P.M.)

PLEDGE OF ALLEGIANCE: (6:35 P.M.)

ROLL CALL: (6:36 P.M.)

Directors Present: Cooper, Johansen, Kenny, Michaelson, Morgan, Pope, Smith,
Young

Director Bryant arrived at 6:48 pm

ORGANIZATION OF THE EAST CONTRA COSTA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS: (6:36 P.M.)

Chief Henderson administrated the Oath of Office to Director Pope, who was appointed to the Board of Directors by the City of Oakley

PUBLIC COMMENTS: (6:36 P.M.)

There were four (4) Public Speakers – Meghan Bell, Alex Aliferis, Bob Mankin, and Gil Guerrero

CONSENT CALENDAR: (6:45 P.M.)

C.1 Approve minutes from August 4, 2014 Regular Board of Directors Meeting

Motion by: Director Michaelson to approve Consent Calendar Item C.1

Second by: Director Young

Vote: Motion carried: 8:0:1

Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young

Noes:

Absent:

Abstained: Pope

C.2 Approve minutes from September 2, 2014 Special Board of Directors Meeting

Motion by: Director Kenny to approve Consent Calendar Item C.2

Second by: Director Michaelson

Vote: Motion carried: 8:0:1

Ayes: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young

Noes:

Absent:

Abstained: Pope

DISCUSSION ITEMS

(6:46 P.M.)

D. 1 Replace Open Seat on Finance Committee

Director Cooper is the replacement for the open seat on the Finance Committee.

(6:48 P.M.)

D. 2 Receive Update on Benefit Assessment

- The district is currently in the process of mailing a postcard to each property owner explaining the situation
- The district is currently working on three (3) potential timelines for bringing a revised assessment proposal to the Board for consideration
 1. Calling for a Ballot – October 6, 2014
Ballots in the Mail – October 31,
Public Hearing & Tabulation – December 15, 2014
 2. Calling for a Ballot – November 10, 2014
Ballots in the Mail – November 28, 2014
Public Hearing & Tabulation – January 5, 2015
 3. Calling for a Ballot – February 16, 2015
Ballots in the Mail – March 13, 2015
Public Hearing & Tabulation – April 27, 2015
- Approximately 6000+ ballots have been returned and are unopened; these ballots are currently being held by the vendor True Ballot and will be retained for 2 years.
- The Board discussed (but did not take action on) creation of an Ad-hoc Committee / Working Group to address maintaining accurate data for roadways and hydrants throughout the District.

There were four (4) Public Speakers – Alex Aliferis, Bob Mankin, Vince Wells, and Dean Mereland

(7:27 P.M.)

D. 3 Discuss Timeline for Closure of Fire Station 94 in Knightsen.

Chief Henderson gave an update on the Timeline for the Closure of Fire Station 94 in Knightsen.

There was one (1) Public Speaker – Mark Whitlock

(7:34 P.M.)

D. 4 Receive Operational Update for August 2014

Chief Henderson gave an Operational Update for August 2014

INFORMATIONAL STAFF REPORTS

NONE

DIRECTORS' COMMENTS: (7:40 P.M.)

Director Young - Spoke with Daniel Borenstein of the Contra Costa Times, who said that Chief Henderson is one of the most responsive and knowledgeable agency representatives in the county.

Director Kenny – Thanked the Firefighters, reiterated that the District needs to get out there and tell people what we are doing.

Director Smith – Acknowledged that these are hard times for the district, stated that we need to recognize the administration's hard work, and presented Chief Henderson a poster: "Keep Calm and Carry On."

Director Johansen – Recognized all the hard work the Chief does. Stated that the operational update does not provide the information we need; we need to see actual response times, where in the district incident occurred and where the responding units are coming from. We need to know how often the department is down to zero engines available. We need to share the true impact of the service level; the public needs to know the true impact.

Director Pope – Requested a report with more raw data, such as information that can be run through the CAD system.

Director Michaelson - Thanks all the firefighters for their efforts they put in with the resources they have, especially on the anniversary of the Morgan Fire.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS

NONE

ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTERS: (8:03 P.M.)

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6:
Agency designated representative: Fire Chief and Glenn Berkheimer
Employee Organizations: International Association of Fire Fighters, Local 1230,
AFSCME Local 2700, East County Fire Fighters Association (Reserves), East Contra
Costa Battalion Chiefs Association

REPORT ON THE CLOSED SESSIONS: (8:44 P.M.)

No reportable action was taken.

ADJOURN TO THE SPECIAL BOARD MEETING SCHEDULED: September 22, 2014: (8:45 P.M.)

MOTION BY: Director Bryant to adjourn to the Special Board Meeting scheduled: September 22, 2014



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Board of Directors Special Meeting

Monday September 22, 2014 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Greg Cooper	Joel Bryant-President	Randy Pope
Robert Kenny	Ronald Johansen-Vice President	Stephen Smith
Jonathan Michaelson	Cheryl Morgan	Joe Young

CALL TO ORDER: (6:30 P.M.)

PLEDGE OF ALLEGIANCE: (6:30 P.M.)

ROLL CALL: (6:30 P.M.)

Directors Present: Bryant, Cooper, Johansen, Kenny, Michaelson, Morgan, Pope, Smith, Young

PUBLIC COMMENTS: (6:31 P.M.)

There were no Public Comments

PUBLIC HEARINGS: (6:32 P.M.)

PH.1 Adopt Fiscal Year 2014-15 Budgets for Operating, Development Fee, and Other Funds.

Motion by: Director Young to Adopt Fiscal Year 2014-15 budgets for Operating, Development Fee, and other funds.

Second by: Director Michaelson

Vote Motion carried: 9:0

In presenting the budget, Chief Henderson corrected a number on the staff report and resolution to reflect a total budget of \$12,582,263.

There were no Public Comments made during the public hearing.

DISCUSSION ITEMS: (6:51 P.M.)

D. 1 Receive Update on Benefit Assessment

Chief Henderson gave an update on the Benefit Assessment including:

- Background of the Benefit Assessment.
- The notification to the property owners.
- The status of the returned ballots.
- The updating of the Data and Budget Information for use in the new Engineer's Report.
- Timelines that were discussed at the September 8, 2014 meeting.
- Costs of the process to-date.

There were no Public Comments

DIRECTORS' COMMENTS: (7:11 P.M.)

NONE

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (7:11 P.M.)

NONE

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: October 6, 2014
(7:12 P.M)**

**Motion by: Director Cooper to adjourn to the next Board meeting, October 6, 2014
Second by: Director Young
Vote Motion carried 9:0**



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS

Received
SEP 26 2014

COMMITTEES

- Legislation Committee, Chair
- Transportation, Water and Infrastructure Committee, Chair
- Finance Committee, Chair
- Sacramento-San Joaquin Delta Conservancy
- Airport Committee, Chair
- Delta Counties Coalition, Founder
- Delta Protection Commission
- Local Agency Formation Commission
- Dougherty Valley Oversight Committee
- Bay Area Air Quality Management District
- Eastern Contra Costa Transit Authority
- East Contra Costa Regional Fee and Finance Authority
- eBART Partnership Policy Advisory Committee
- San Joaquin Valley Rail Committee
- State Route 4 Bypass Authority
- TRANSPLAN, East County Transportation Planning
- East Contra Costa Habitat Conservancy, Governing Board, Chair
- California Identification System Remote Access Network Board
- Contra Costa Health Plan Joint Conference Committee
- Open Space/Parks & East Bay Regional Parks District Liaison Committee, Vice Chair
- City-County Relations Committee
- SERVING AS ALTERNATE
- Contra Costa Transportation Authority
- Association of Bay Area Governments
- East County Water Management Association
- Mental Health Commission

September 23, 2014

Mr. Richard Kane
2256 Cambridge Drive
Discovery Bay, CA 94505

RE: P-6 Citizen Advisory Committee for Discovery Bay

Dear Mr. Kane,

Congratulations! My recommendation to reappoint you to the Discovery Bay P-6 Committee was approved by the Board of Supervisors on September 23, 2014.

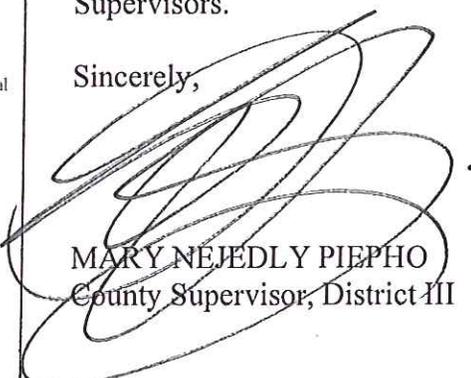
Your term for this seat will expire December 31, 2015.

Thank you for volunteering your time to this valuable committee. It is a major asset to your community and Contra Costa County.

Should you have any questions, please feel free to contact my Deputy Chief of Staff, Lea Castleberry at (925) 240-7260.

As always, it is an honor to serve you on the Contra Costa County Board of Supervisors.

Sincerely,


MARY NEJEDLY PIEPHO
County Supervisor, District III

*Thank you for your service!
M.*

Cc: Lt. Hobbs, Office of the Sheriff
President, Mark Simon, Discovery Bay CSD

MNP:lc



County Supervisor Mary Nejedly Piepho, District III
CONTRA COSTA COUNTY BOARD OF SUPERVISORS

SEP 26 2014

COMMITTEES

- Legislation Committee, Chair
- Transportation, Water and Infrastructure Committee, Chair
- Finance Committee, Chair
- Sacramento-San Joaquin Delta Conservancy
- Airport Committee, Chair
- Delta Counties Coalition, Founder
- Delta Protection Commission
- Local Agency Formation Commission
- Dougherty Valley Oversight Committee
- Bay Area Air Quality Management District
- Eastern Contra Costa Transit Authority
- East Contra Costa Regional Fee and Finance Authority
- eBART Partnership Policy Advisory Committee
- San Joaquin Valley Rail Committee
- State Route 4 Bypass Authority
- TRANSPAN, East County Transportation Planning
- East Contra Costa Habitat Conservancy, Governing Board, Chair
- California Identification System Remote Access Network Board
- Contra Costa Health Plan Joint Conference Committee
- Open Space/Parks & East Bay Regional Parks District Liaison Committee, Vice Chair
- City-County Relations Committee

SERVING AS ALTERNATE

- Contra Costa Transportation Authority
- Association of Bay Area Governments
- East County Water Management Association
- Mental Health Commission

September 23, 2014

Ms. Dannica Earl
21 Rudder Court
Discovery Bay, CA 94505

RE: P-6 Citizen Advisory Committee for Discovery Bay

Dear Ms. Earl,

Congratulations! My recommendation to reappoint you to the Discovery Bay P-6 Committee was approved by the Board of Supervisors on September 23, 2014.

Your term for this seat will expire December 31, 2015.

Thank you for volunteering your time to this valuable committee. It is a major asset to your community and Contra Costa County.

Should you have any questions, please feel free to contact my Deputy Chief of Staff, Lea Castleberry at (925) 240-7260.

As always, it is an honor to serve you on the Contra Costa County Board of Supervisors.

Sincerely,

MARY NEJEDLY PIEPHO
County Supervisor, District III

Cc: Lt. Johnson, Office of the Sheriff
President, Mark Simon, Discovery Bay CSD

MNP:lc

Thank you for your commitment to Discovery Bay!
M.



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS

Received

SEP 26 2014

COMMITTEES

- Legislation Committee, Chair
- Transportation, Water and Infrastructure Committee, Chair
- Finance Committee, Chair
- Sacramento-San Joaquin Delta Conservancy
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- East County Water Management Association
- Mental Health Commission

September 23, 2014

Ms. Diane Stevens
573 Livingston Court
Discovery Bay, CA 94505

RE: P-6 Citizen Advisory Committee for Discovery Bay

Dear Ms. Stevens,

Congratulations! My recommendation to reappoint you to the Discovery Bay P-6 Committee was approved by the Board of Supervisors on September 23, 2014.

Your term for this seat will expire December 31, 2015.

Thank you for volunteering your time to this valuable committee. It is a major asset to your community and Contra Costa County.

Should you have any questions, please feel free to contact my Deputy Chief of Staff, Lea Castleberry at (925) 240-7260.

As always, it is an honor to serve you on the Contra Costa County Board of Supervisors.

Sincerely,

MARY NEJEDLY PIEPHO
County Supervisor, District III

Cc: Lt. Hobbs, Office of the Sheriff
President, Mark Simon, Discovery Bay CSD

MNP:lc

Thank you for your commitment to Discovery Bay!
CM

PDF Return Previous Next

C. 18

To: Board of Supervisors

From: Mary N. Piepho, District III Supervisor

Date: September 23, 2014

Subject: DISCOVERY BAY P-6



Contra Costa County

RECOMMENDATION(S):

REAPPOINT the following individuals to the P-6 Citizen Advisory Committee for Discovery Bay to a term expiring December 31, 2015, as recommended by Supervisor Mary Nejedly Piepho.

Appointee 1

Diane Stevens

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 09/23/2014

APPROVED AS RECOMMENDED

OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

Contact: LEA CASTLEBERRY (925) 252-4500

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 23, 2014

David J. Twa,

BY: , Deputy

RECOMMENDATION(S): (CONT'D)

573 Livingston Court
Discovery Bay, CA 94505

Appointee 3
Dannica Earl
21 Rudder Court
Discovery Bay, CA 94505

Appointee 5
Richard Kane
2256 Cambridge Drive
Discovery Bay, CA 94505

FISCAL IMPACT:

None.

BACKGROUND:

The appointees terms expired December 31, 2013. Applications were accepted and the recommendation to reappoint the above individual was then determined.

CONSEQUENCE OF NEGATIVE ACTION:

The seats will remain vacant.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

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TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

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